

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---February 7, 2022

The Hickman county Board of Education met on February 7, 2022, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Moment of Silence

Pledge of Allegiance

Approval of December 6, 2021 Regular Meeting Minutes

Approval of January 18, 2022 Special Called Board Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

December 2021

January 2022

February 2022

SCOPE Conference Students and Chaperones

Communications to the Board

TSBA OPEB Quarterly Statement

Director's Report

Financial Report

ESSER Updates

Final Audit Contract

2022-2023 Budget Calendar

Items Requiring Board Action

Trip Requests

HCHS JROTC

EHHS FCCLA

EHHS FBLA

EHHS HOSA

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---February 7, 2022

Event Requests

EHHS Prom

HCHS Prom

HCHS JROTC

HCHS Boys Soccer

Budget Amendments

Amended Fund Balance

ESSER Public Health and Safety Plan

Federal Grants Update

School Bus Bid

Revised Board Policy 5.701 (1st Reading)

Revised Board Policy 6.313 (1st Reading)

Board Policy Review 2.100--2.804

Announcements

Adjourn

Monday, December 6, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, December 6, 2021, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jane Herron, Tim Hobbs, Jim Hudgins, and Vance Willis.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in the Pledge of Allegiance.

Vance Willis made a motion to approve the minutes from the board meeting held on November 1, 2021. Steve Gianakos seconded the motion.

Monday, November 1, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, November 1, 2021, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jane Herron, Tim Hobbs, Jim Hudgins, and Vance Willis.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in the Pledge of Allegiance.

Tim Hobbs made a motion to approve the minutes from the board meeting held on October 4, 2021. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0-1. Vance Willis passed on the motion.

Ron Gammons made a motion to approve the meeting agenda for Monday, November 1, 2021. Steve Gianakos seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, November 1, 2021, at 7:00 p.m. in room 203 of the Central Office Building. A work session will be held at 6:00 p.m. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of October 4, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Jane Herron
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Quarterly Financial Statement--Board Chair
- VIII. Items Requiring Board Action

- A. Trip Requests
 - 1. HCMS Junior Beta Club--Club Sponsor and Students
 - B. Budget Amendments--Business Officer
 - C. Supplement Split Request--Director of Schools
 - D. 2022-2023 School Calendar Recommendation--Calendar Committee Chair
 - E. 2021 Compliance Report--Director of Accountability
 - F. Revised Board Policies 6.306, 6.313, 6.4081, 5.701 (1st Reading)--Director of Accountability
 - G. Revised Board Policies 4.401, 6.300 (2nd Reading)--Director of Accountability
 - H. Board Policy Review 1.402-1.603--Director of Accountability
- XI. Announcements
- A. Board of Education Work Session--Monday, November 8, at 6:00 p.m. at EHHS library
- XII. Adjourn

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

Jane Herron read a nomination letter recognizing Penny Wilson as the Employee of the Month.

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

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: October 25, 2021
 RE: November Director's Report

Leave of Absence

Professional

Lyndsey Spain

October 22-November 8, 2021 (FMLA)

Support Staff

Hiring

Professional

Wesley Whitaker

EHHS Building Trades

Support Staff

Shelley Patterson

EHHS Special Education Assistant

Dawn Johnston

Food Service

Breana Arnold

Food Service

Courtney Henley

Food Service

Deborah McCoy

Food Service

Amy Goins

Food Service

Pattie Edwards

Food Service

Christie Simmons

Food Service

Aaron Rushton

Food Service

Chelsea Curtis

Food Service

Leah Case

Food Service

Resignation

Professional

Alice Anne Jacobs

HCHS Teacher

Brandy Mayberry

CES/CIS Behavior Position

Support Staff

Christie Simmons

Food Service

Alicia Ritchie

Food Service

Aaron Rushton

Food Service

Chelsea Curtis

Food Service

Leah Case
Shaina Schwartz

Food Service
Food Service

Retirement

Professional
Support Staff

Transfers

Professional
Craig Shelton
Support Staff

HCHS Principal to CES/CIS Behavior Position

Appointment

Professional
Support Staff

Mark Bentley
Ryan Harrison
Jennifer Chilton

HCMS Assistant Boys Basketball Coach
HCHS Softball Coach
HCMS Softball Coach

Open Positions

1 Secondary Personal Finance/ Economics Position
1 Secondary English Position
2 Secondary Math Positions
2 Secondary Science Positions
1 Spanish Position
1 Special Education Position
1 Speech Language Position
1 Behavior Support Position
Bus Drivers

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

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

Vance Willis made a motion to accept the financial report as presented. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to accept the OPEB Quarterly Financial Statement as presented. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve an overnight trip request for the HCMS Junior Beta Club to attend a convention at Opryland Hotel from November 21-23, 2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve budget amendment 14. Ron Gammons seconded the motion.

Aye _____ Nay _____ Pass _____ Absent _____

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

Vance Willis

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

Ron Gammons made a motion to approve the request to split supplements as submitted by the schools. Tim Hobbs seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Vance Willis made a motion to approve the 2022-2023 school calendar from the calendar committee. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the 2021-2022 compliance report for submission to the State. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve revised board policies 6.306, 6.313, 6.4081, and 5.701 on first reading with the request to ask TSBA about lines 27-28 in policy 6.313 to check for contradiction with other policies. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve board policies 4.401 and 6.300 on second reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the review of board policies 1.402-1.603. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant announced that a work session would be held in the library at EHHS on Monday, November 8, 2021, at 6:00 p.m. There will also be a fish fry hosted by EHHS CTE on Monday, November 8, 2021, at 5:30 p.m. in the CTE department at EHHS.

The meeting was adjourned at 7:17 p.m.

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

Jane Herron made a motion to approve the meeting agenda for December 6, 2021. Tim Hobbs seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, December 6, 2021, at 7:00 p.m. in room 203 of the Central Office Building. A work session will be held at 6:00 p.m. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of November 1, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Tim Hobbs
- VII. Communications to the Board
 - A. Youth Leadership Hickman--Donna Bradley and Students
 - B. Director's Report--Director of Schools
 - C. Financial Report--Business Officer
 - D. Family Resource Center Mid-Year Reports--Family Resource Center Directors
- VIII. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. Construction Management Fee Agreement--Director of Schools
 - C. Budget Request to Assess EHHS Track--Maintenance Director
 - D. Additional Position Request--Director of Schools
 - E. Career Center Cubicle Bid--Career Technical Education Director
 - F. Leave a Legacy Program--Director of Schools
 - G. Revised Board Policy 6.319 (1st Reading)--Director of Schools
 - H. Revised Board Policies 6.306, 6.313, 6.4081, 5.701 (2nd Reading)--Director of Accountability
 - I. Board Policy Review 1.700 - 1.901--Director of Accountability
- XI. Announcements
 - A. Graduation Dates 2023: May 13, 2023, HCHS at 2:00 p.m. and EHHS at 10:00 a.m.
 - B. No Board Meeting on January 3, 2022
 - C. Community Event--Jeff Yalden on January 3, 2022 at the Stables
- XII. Adjourn

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

Donna Bradley introduced two members of the Youth Leadership Hickman Program to the board. Trevor Buchanan and Kylie Jenkins are participating in Youth Leadership Hickman to see how leadership at different levels in the county work together.

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

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: November 23, 2021
 RE: December Director's Report

Leave of Absence

Professional
Support Staff

John West
 Misty Willis

FMLA November 29, 2021-January 31, 2022
 FMLA January 3, 2022-May 20, 2022

Hiring

Professional
 Gabby Poston
Support Staff
 Michelle Tuten

EHES/EHIS Behavior Support Position
 Cafeteria

Resignation

Professional

Support Staff

Breana Arnold

Cafeteria

Madison Newhouse

Cafeteria

Sandra Johnson

EHES Educational Assistant

Retirement

Professional

Mike Kelley

School Counselor

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Open Positions

1 Secondary Personal Finance/ Economics Position

1 Secondary English Position

2 Secondary Math Positions

2 Secondary Science Positions

1 Spanish Position

1 Special Education Position

1 Speech Language Position

1 Behavior Support Position

Bus Drivers

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

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

Ron Gammons made a motion to accept the financial report as presented. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to accept the Family Resource Center Mid-Year Report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve Budget Amendments 15-17. Jim Hudgins seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Vance Willis made a motion to approve the construction management and contract with Codell pending attorney review and approval. Steve Gianakos seconded the motion.

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

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

Vance Willis made a motion to approve an additional position for the alternative school in the 2021-2022 school budget as presented by the Director of Schools. Jane Herron seconded the motion.

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

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

Ron Gammons made a motion to approve the purchase and award of the career center cubicles as presented. Tim Hobbs seconded the motion.

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

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

Amy Bryant made a motion to approve the Leave a Legacy Program as presented by the Director of Schools. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to amend board policy 6.319 to include 1st through 12th grades on first reading. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to bring board policy 6.313 back to the board in February of 2022 after seeking clarification for wording on page 5, lines 27-28, item 3 regarding deportment and citizenship. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to revise board policy 6.306 to include "if the teacher is not satisfied with the Director's decisions, they can appeal it to the Board of Education." Vance Willis seconded the motion and withdrew the second. The motion failed due to lack of a second.

Amy Bryant made a motion to approve revised board policies 6.306, 6.4081, and 5.701 on second reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the review of board policies 1.700-1.901. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

An announcement was made that the Night of Hope and Healing with Jeff Yalden would be held at the Stables on Monday, January 3, 2022.

The meeting was adjourned at 7:52 p.m.

Tuesday, January 18, 2022
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special session on Tuesday, January 18, 2022, at 6:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins. Tim Hobbs and Vance Willis were absent from the meeting.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in the Pledge of Allegiance.

Ron Gammons made a motion to approve the agenda. Jane Herron seconded the motion. The Hickman County Board of Education will meet in a special called session on Tuesday, January 18, 2022, in room 203 of the Central Office Building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items Requiring Board Action
 - A. Trip Request
 - 1. HCHS JROTC--Sponsor and Students
 - B. Calculator Bid Award--Director of Schools
 - C. HCHS Library Furniture Bid--Director of Schools
 - D. Desktop Computers and Monitors Bid--Director of Schools
- VI. Announcement
 - A. Next Board Meeting: February 7, 2022, 7:00 p.m.

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

Ron Gammons made a motion to approve an out of state trip request for HCHS JROTC to attend competition in Shepherdsville, KY on January 22, 2022. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the purchase of TI-84 calculators under the bid of the Bach Company. Jane Herron seconded the motion. The purchase was approved as expenditures of the ESSER grant.

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

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-0-2 absent.

Steve Gianakos made a motion to approve the purchase of library furniture for HCHS. Jim Hudgins seconded the motion. This purchase was approved as part of a grant from Continuing the Good for \$40,000.00.

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

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-0-2 absent.

Ron Gammons made a motion to approve the purchase of 120 computers under Part A of the Desktop Computer and monitor bid for \$48, 120.00 from Systems Liquidation, to purchase 68 computers under Part B of the Desktop Computer and monitor bid from Arey Jones at \$1,008 each, and to purchase monitors under Part C of the Desktop Computer and Monitor bid from Systems Liquidation for \$7,110.00. Steve Gianakos seconded the motion.

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

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-0-2 absent.

The meeting was adjourned at 6:12 p.m.



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

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

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

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

The Hickman County Board of Education will meet in regular session on Monday, February 7, 2022, at 7:00 p.m. in room 203 of the Central Office Building. A work session will be held at 6:00 p.m. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of December 6, 2021 Regular Board Meeting Minutes
- V. Approval of January 18, 2022 Special Called Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month
 1. December 2021--Vance Willis
 2. January 2022--Amy Bryant
 3. February 2022--Jim Hudgins
 - B. SCOPE Conference Students and Chaperones--Director of Schools
- VII. Communications to the Board
 - A. TSBA OPEB Quarterly Statement--Board Chair
 - B. Director's Report--Director of Schools
 - C. Financial Report--Business Officer
 - D. ESSER Updates--ESSER Manager
 - E. Final Audit Contract--Director of Schools
 - F. 2022-2023 Budget Calendar--Director of Schools
- VIII. Items Requiring Board Action
 - A. Trip Requests
 1. HCHS JROTC--Sponsor and Students
 2. EHHS FCCLA--Sponsor and Students
 3. EHHS FBLA--Sponsor and Students
 4. EHHS HOSA--Sponsor and Students
 - B. Event Requests
 1. EHHS Prom--Sponsor and Students
 2. HCHS Prom--Sponsor and Students
 3. HCHS JROTC--Sponsor and Students
 4. HCHS Boys Soccer--Coach and Players
 - C. Budget Amendments--Business Officer
 - D. Amended Fund Balance--Director of Schools
 - E. ESSER Public Health and Safety Plan--Director of Schools

- F. Federal Grants Update--Director of Schools
- G. School Bus Bid--Transportation Director
- H. Revised Board Policy 5.701(1st Reading)--Director of Schools
- I. Revised Board Policy 6.313 (1st Reading)--Director of Accountability
- J. Board Policy Review 2.100-2.804--Director of Accountability

XI. Announcements

XII. Adjourn

Account Activity Summary
Hickman
10/01/2021 - 12/31/2021

<i>Beginning Value - Investment Account</i>	\$	2,673,503.72
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	123,989.58
Total Beginning Value ^{1 See Definitions}	\$	2,797,493.30
<i>Additions</i> ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	81,170.93
<i>Withdrawals</i> ⁵		
TSBA Fee ⁶	\$	(1,748.43)
MS Fees ⁷	\$	(1,203.46)
System Distributions ⁸	\$	-
<i>Unadjusted Investment Earnings</i> ⁹	\$	7,624.46
<i>Ending Value - Investment Account</i>	\$	2,730,925.40
<i>Ending Value - Alternative Invest. Acct.</i>	\$	152,411.40
Total Ending Value ¹⁰	\$	2,883,336.80

Definitions:

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

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

*Account Contribution Summary
Hickman
10/01/2021 - 12/31/2021*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

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Account Dividend & Interest Summary
Hickman
10/01/2021 - 12/31/2021

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/01/2021	Dividend	PGIM SHORT-TERM CORP BOND Z	718.27	Cash
10/01/2021	Dividend	BLACKROCK HIGH EQ INCOME INST	776.05	Cash
10/01/2021	Dividend	PUTNAM FLOATING RATE INC Y	297.30	Cash
10/04/2021	Dividend	VANGUARD INDEX FDS S&P 500 ETF	351.96	Cash
10/18/2021	Dividend	PERFORMANCE TRUST STRAT BD I	947.74	Cash
10/29/2021	Dividend	PGIM SHORT DUR HIG YLD OPP FD	263.52	Cash
10/29/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	132.00	Cash
10/29/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.07	Cash
10/29/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.20	Cash
10/29/2021	Interest Income	MORGAN STANLEY BANK N.A.	0.85	Cash
11/01/2021	Dividend	PGIM SHORT-TERM CORP BOND Z	755.98	Cash
11/01/2021	Dividend	BLACKROCK HIGH EQ INCOME INST	835.09	Cash
11/01/2021	Dividend	PUTNAM FLOATING RATE INC Y	309.18	Cash
11/16/2021	Dividend	PERFORMANCE TRUST STRAT BD I	531.85	Cash
11/19/2021	LT Cap Gain	THORNBURG INTL GROWTH I	6,364.52	Cash
11/19/2021	ST Cap Gain	THORNBURG INTL GROWTH I	206.33	Cash
11/30/2021	Dividend	PGIM SHORT DUR HIG YLD OPP FD	263.52	Cash
11/30/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	132.00	Cash
11/30/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	131.00	Cash
11/30/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.02	Cash
11/30/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.48	Cash
11/30/2021	Interest Income	MORGAN STANLEY BANK N.A.	0.52	Cash
12/01/2021	Dividend	PGIM SHORT-TERM CORP BOND Z	843.16	Cash
12/01/2021	Dividend	BLACKROCK HIGH EQ INCOME INST	884.99	Cash
12/01/2021	Dividend	PUTNAM FLOATING RATE INC Y	321.55	Cash
12/08/2021	LT Cap Gain	BLACKROCK HIGH EQ INCOME INST	411.28	Cash
12/13/2021	LT Cap Gain	PGIM JENNISON GROWTH Z	23,980.09	Cash
12/13/2021	ST Cap Gain	PGIM JENNISON GROWTH Z	460.24	Cash
12/16/2021	Dividend	PERFORMANCE TRUST STRAT BD I	752.66	Cash
12/16/2021	LT Cap Gain	PERFORMANCE TRUST STRAT BD I	603.53	Cash
12/16/2021	ST Cap Gain	PERFORMANCE TRUST STRAT BD I	200.53	Cash
12/17/2021	Dividend	ISHARES CORE MSCI EAFE ETF	2,707.71	Cash
12/17/2021	Dividend	ISHARES CORE S&P U.S. GROWTH	308.40	Cash
12/17/2021	Dividend	ISHARES CORE S&P U.S. VALUE	834.49	Cash
12/17/2021	Dividend	AMERICAN EUROPACIFIC GRW F2	1,981.95	Cash
12/17/2021	Dividend	OAKMARK FUND INSTITUTIONAL	1,176.34	Cash
12/17/2021	LT Cap Gain	AMERICAN EUROPACIFIC GRW F2	4,570.73	Cash
12/17/2021	LT Cap Gain	VICTORY RS VALUE Y	2,490.05	Cash
12/17/2021	LT Cap Gain	OAKMARK FUND INSTITUTIONAL	974.34	Cash

12/17/2021	ST Cap Gain	VICTORY RS VALUE Y	703.31	Cash
12/17/2021	ST Cap Gain	OAKMARK FUND INSTITUTIONAL	490.83	Cash
12/20/2021	Dividend	JOHN HANCOCK DISPLND VAL INST	1,368.56	Cash
12/20/2021	LT Cap Gain	DWS SMALL CAP CORE S	567.77	Cash
12/20/2021	LT Cap Gain	JOHN HANCOCK DISPLND VAL INST	18,873.13	Cash
12/20/2021	ST Cap Gain	JOHN HANCOCK DISPLND VAL INST	886.71	Cash
12/23/2021	Dividend	VICTORY RS VALUE Y	168.90	Cash
12/23/2021	Dividend	LAZARD EMERG MKTS CORE EQ I	668.15	Cash
12/27/2021	Dividend	VANGUARD INDEX FDS S&P 500 ETF	395.49	Cash
12/30/2021	Dividend	PGIM SHORT DUR HIG YLD OPP FD	263.52	Cash
12/31/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	132.00	Cash
12/31/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	131.00	Cash
12/31/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.49	Cash
12/31/2021	Interest Income	MORGAN STANLEY BANK N.A.	0.58	Cash
		Total Dividends and Interest	81,170.93	

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



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

JANE HERRON
1222 Hwy 100, Centerville, TN 37033

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

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

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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: January 25, 2022
RE: February Director's Report

Leave of Absence

Professional

Michael Beem
Todd Collins
Charles Thompson
Kendra Mayberry
Allie Sue Hughes

FMLA (January 11, 2022-February 8, 2022)
FMLA (December 15, 2022-January 31, 2022)
FMLA (January 3, 2022-January 31, 2022)
FMLA (March 7, 2022-May 13, 2022)
FMLA (February 7, 2022-April 29, 2022)

Support Staff

Hiring

Professional

Brandy Mayberry
Ben Bentley*
Barry Jones
Lori Lanham

CES Special Education Teacher
HCHS Teacher
HCHS Teacher
HCHS Teacher

Support Staff

Anna Spears
Tiwana Booker

CIS Special Education Assistant
CIS Special Education Assistant

Resignation

Professional

Melissa Istre
Lynne Anderson
Jessica Cook

HCHS Teacher
CES Special Education Teacher
EHMS Teacher

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Hope Clark

Stephanie Bodine

McKensey Patrick

EHES Full Time Sp Ed Assistant to Part-Time

EHES Part-Time Sp Ed Assistant to Full Time

EHES Part-Time SP Ed Assistant to Full Time

Appointment

Professional

Support Staff

Tommy McClanahan

Noah Nicholson

HCMS Volunteer Assistant Softball Coach

HCMS Volunteer Assistant Softball Coach and
Baseball Coach

Open Positions

1 Secondary Personal Finance/ Economics Position

2 Secondary Math Positions

2 Secondary Science Positions

1 Spanish Position

1 Special Education Position

1 Speech Language Position

1 Behavior Support Position

Bus Drivers

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

141 General Purpose School

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date		
			Actual	% of Budget		Actual	% of Avg	
Revenues								
40110	Current Property Tax	2,953,439.00	(1,390,867.05)	47.09 %	246,119.92	(802,364.56)	326.01 %	
40120	Trustee's Collections - Prior Year	80,000.00	(36,739.35)	45.92 %	6,666.67	(3,866.63)	58.00 %	
40125	Trustee's Collections - Bankruptcy	0.00	(992.13)	0.00 %	0.00	(190.41)	0.00 %	
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(18,924.87)	42.06 %	3,750.00	0.00	0.00 %	
40140	Interest And Penalty	21,000.00	(4,591.01)	21.86 %	1,750.00	(581.29)	33.22 %	
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,663.67)	41.59 %	333.33	(274.38)	82.31 %	
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %	
40210	Local Option Sales Tax	2,100,000.00	(1,056,884.97)	50.33 %	175,000.00	(210,838.39)	120.48 %	
40270	Business Tax	30,000.00	(9,079.04)	30.26 %	2,500.00	(778.35)	31.13 %	
41110	Marriage Licenses	1,300.00	(608.00)	46.77 %	108.33	(85.50)	78.92 %	
43517	Tuition - Other	2,000.00	(2,300.00)	115.00 %	166.67	0.00	0.00 %	
43570	Receipts From Individual Schools	30,000.00	(2,668.61)	8.90 %	2,500.00	0.00	0.00 %	
43582	Community Service Fees - Adults	200.00	(35.00)	17.50 %	16.67	0.00	0.00 %	
44120	Lease/Rentals	1,000.00	(8,374.16)	837.42 %	83.33	0.00	0.00 %	
44170	Miscellaneous Refunds	30,000.00	(354.90)	1.18 %	2,500.00	(31.15)	1.25 %	
44530	Sale Of Equipment	10,000.00	(11,729.10)	117.29 %	833.33	0.00	0.00 %	
44560	Damages Recovered From Individuals	3,000.00	(650.00)	21.67 %	250.00	0.00	0.00 %	
44570	Contributions & Gifts	15,000.00	(13,613.34)	90.76 %	1,250.00	(6,770.00)	541.60 %	
46511	Basic Education Program	22,770,000.00	(11,505,439.20)	50.53 %	1,897,500.00	(2,301,087.84)	121.27 %	
46515	Early Childhood Education	417,796.00	(175,413.94)	41.99 %	34,816.33	(104,715.30)	300.76 %	
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %	
46550	Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
46590	Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %	
46591	Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %	
46594	Family Resource Centers	59,223.00	(29,611.66)	50.00 %	4,935.25	(14,805.83)	300.00 %	
46610	Career Ladder Program	50,000.00	(26,538.64)	53.08 %	4,166.67	0.00	0.00 %	
46851	State Revenue Sharing -T.V.A.	240,000.00	(50,404.89)	21.00 %	20,000.00	0.00	0.00 %	
46981	Safe Schools	86,560.00	(0.30)	0.00 %	7,213.33	0.00	0.00 %	
46990	Other State Revenues	15,000.00	(5,046.06)	33.64 %	1,250.00	0.00	0.00 %	
47640	Rotc Reimbursement	70,000.00	(28,425.59)	40.61 %	5,833.33	(7,167.35)	122.87 %	
48990	Other	50,000.00	(2,000.00)	4.00 %	4,166.67	0.00	0.00 %	
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %	
Total Revenues		29,487,518.00	(14,382,955.48)	48.78 %	2,457,293.17	(3,453,556.98)	140.54 %	

Expenditures							
71100	Regular Instruction Program	(14,599,004.00)	6,681,925.64	45.77 %	(1,216,583.67)	1,517,888.64	124.77 %
71150	Alternative Instruction Program	(180,671.00)	63,772.88	35.30 %	(15,055.92)	12,112.78	80.45 %

Account	Description	Budget Estimate	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date		% of Avg
			Actual				Actual		
141	General Purpose School								
71200	Special Education Program	(3,194,103.00)	1,048,674.12		32.83 %	(266,175.25)	211,879.03		79.60 %
71300	Career and Technical Education	(1,260,256.00)	400,669.39		31.79 %	(105,021.33)	106,460.24		101.37 %
72110	Attendance	(175,970.00)	47,792.51		27.16 %	(14,664.17)	3,077.84		20.99 %
72120	Health Services	(386,008.00)	158,282.65		41.01 %	(32,167.33)	28,611.72		88.95 %
72130	Other Student Support	(1,020,144.00)	377,449.45		37.00 %	(85,012.00)	71,350.77		83.93 %
72210	Regular Instruction Program	(1,347,034.00)	432,671.32		32.12 %	(112,252.83)	79,132.45		70.49 %
72220	Special Education Program	(121,505.00)	44,571.54		36.68 %	(10,125.42)	7,863.28		77.66 %
72230	Career and Technical Education	(112,411.00)	53,920.28		47.97 %	(9,367.58)	7,287.89		77.80 %
72250	Technology	(339,567.00)	220,700.21		64.99 %	(28,297.25)	7,289.54		25.76 %
72290	Other Programs	(35,000.00)	0.00		0.00 %	(2,916.67)	0.00		0.00 %
72310	Board Of Education	(669,913.00)	333,839.73		49.83 %	(55,826.08)	24,196.72		43.34 %
72320	Director Of Schools	(292,764.00)	140,474.08		47.98 %	(24,397.00)	18,602.18		76.25 %
72410	Office Of The Principal	(1,853,785.00)	676,799.06		36.51 %	(154,482.08)	113,578.15		73.52 %
72510	Fiscal Services	(45,000.00)	0.00		0.00 %	(3,750.00)	0.00		0.00 %
72610	Operation Of Plant	(2,380,500.00)	999,185.86		41.97 %	(198,375.00)	108,272.52		54.58 %
72620	Maintenance Of Plant	(1,185,022.00)	567,456.65		47.89 %	(98,751.83)	29,314.42		29.68 %
72710	Transportation	(2,372,457.00)	667,246.61		28.12 %	(197,704.75)	94,356.04		47.73 %
72810	Central And Other	(257,500.00)	27,071.20		10.51 %	(21,458.33)	2,131.16		9.93 %
73100	Food Service	(35,604.00)	0.00		0.00 %	(2,967.00)	0.00		0.00 %
73300	Community Services	(132,316.00)	44,696.29		33.78 %	(11,026.33)	7,958.19		72.17 %
73400	Early Childhood Education	(473,041.00)	128,243.35		27.11 %	(39,420.08)	21,472.21		54.47 %
76100	Regular Capital Outlay	(450,000.00)	249,291.00		55.40 %	(37,500.00)	0.00		0.00 %
99100	Transfers Out	(165,000.00)	0.00		0.00 %	(13,750.00)	0.00		0.00 %
Total	Total Expenditures	(33,084,575.00)	13,364,733.82		40.40 %	(2,757,047.92)	2,472,835.77		89.69 %
141	General Purpose School	(3,597,057.00)	(1,018,221.66)		-28.31 %	(299,754.75)	(980,721.21)		-327.17

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/ Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	109,612.01	(50,130.31)	45.73 %	9,134.33	(21,681.71)	237.35 %
47141	Title I Grants To Local Educ Agencies	1,186,253.19	(418,110.77)	35.25 %	98,854.43	(99,920.69)	101.08 %
47143	Special Education - Grants To States	1,038,457.86	(256,628.84)	24.71 %	86,538.16	(49,911.77)	57.68 %
47145	Special Education Preschool Grants	38,311.92	0.00	0.00 %	3,192.66	0.00	0.00 %
47146	English Language Acquisition Grants	163,325.97	(8,530.16)	5.22 %	13,610.50	(8,530.16)	62.67 %
47148	Rural Education	136,635.33	(10,097.50)	7.39 %	11,386.28	(10,097.50)	88.68 %
47189	Eisenhower Prof Development State	189,897.40	(43,720.11)	23.02 %	15,824.78	0.00	0.00 %
47301	COVID-19 Grant #1	256,012.87	(59,360.84)	23.19 %	21,334.41	(59,360.84)	278.24 %
47307	COVID-19 Grant B	2,601,712.86	0.00	0.00 %	216,809.41	0.00	0.00 %
47309	COVID-19 Grant D	208,000.00	(86,000.00)	41.35 %	17,333.33	(86,000.00)	496.15 %
47401	American Rescue Plan Act Grant #1	8,004,126.08	(30,189.34)	0.38 %	667,010.51	(30,189.34)	4.53 %
47402	American Rescue Plan Act Grant #2	202,505.77	0.00	0.00 %	16,875.48	0.00	0.00 %
47403	American Rescue Plan Act Grant #3	13,501.22	0.00	0.00 %	1,125.10	0.00	0.00 %
47404	American Rescue Plan Act Grant #4	36,654.70	0.00	0.00 %	3,054.56	0.00	0.00 %
47590	Other Federal Through State	333,914.58	(108,152.49)	32.39 %	27,826.22	(108,152.49)	388.67 %
Total Revenues		14,518,921.76	(1,070,920.36)	7.38 %	1,209,910.15	(473,844.50)	39.16 %
Expenditures							
71100	Regular Instruction Program	(5,263,381.65)	500,906.98	9.52 %	(438,615.14)	78,047.26	17.79 %
71150	Alternative Instruction Program	(75,000.00)	0.00	0.00 %	(6,250.00)	0.00	0.00 %
71200	Special Education Program	(1,037,110.70)	185,965.97	17.93 %	(86,425.89)	40,167.54	46.48 %
71300	Career and Technical Education	(85,956.81)	36,048.78	41.94 %	(7,163.07)	1,206.97	16.85 %
72110	Attendance	(100,000.00)	0.00	0.00 %	(8,333.33)	0.00	0.00 %
72120	Health Services	(52,500.00)	0.00	0.00 %	(4,375.00)	0.00	0.00 %
72130	Other Student Support	(542,574.86)	159,942.41	29.48 %	(45,214.57)	25,071.79	55.45 %
72210	Regular Instruction Program	(1,447,393.13)	186,956.79	12.92 %	(120,616.09)	37,237.25	30.87 %
72220	Special Education Program	(556,012.65)	123,255.67	22.17 %	(46,334.39)	23,090.48	49.83 %
72230	Career and Technical Education	(2,527.20)	0.00	0.00 %	(210.60)	0.00	0.00 %
72250	Technology	(255,000.00)	75,523.90	29.62 %	(21,250.00)	75,523.90	355.41 %
72610	Operation Of Plant	(2,050,548.17)	8,750.00	0.43 %	(170,879.01)	8,750.00	5.12 %
72710	Transportation	(3,000.00)	0.00	0.00 %	(250.00)	0.00	0.00 %
73100	Food Service	(219,416.80)	0.00	0.00 %	(18,284.73)	0.00	0.00 %
76100	Regular Capital Outlay	(2,818,003.58)	0.00	0.00 %	(234,833.63)	0.00	0.00 %
99100	Transfers Out	(10,496.21)	0.00	0.00 %	(874.68)	0.00	0.00 %
Total Expenditures		(14,518,921.76)	1,277,350.50	8.80 %	(1,209,910.15)	289,095.19	23.89 %
Total	142 School Federal Projects	0.00	206,430.14	100.00 %	0.00	(184,749.31)	0.00 %

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
143	Central Cafeteria						
Revenues							
43521	Lunch Payments - Children	0.00	1,480.91	0.00 %	0.00	129.65	0.00 %
43522	Lunch Payments - Adults	75,000.00	(15,579.97)	20.77 %	6,250.00	(2,440.92)	39.05 %
43523	Income From Breakfast	10,000.00	(294.60)	2.95 %	833.33	(109.80)	13.18 %
43525	A La Carte Sales	175,000.00	(76,159.27)	43.52 %	14,583.33	(10,119.44)	65.39 %
43570	Receipts From Individual Schools	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44110	Investment Income	200.00	(52.96)	26.48 %	16.67	(8.96)	53.76 %
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44530	Sale Of Equipment	0.00	(9.00)	0.00 %	0.00	0.00	0.00 %
47111	USDA School Lunch Program	1,340,000.00	(813,127.71)	60.68 %	111,666.67	(122,336.36)	109.55 %
47113	Breakfast	560,000.00	(279,419.86)	49.90 %	46,666.67	(43,236.57)	92.65 %
47114	USDA - Other	15,000.00	(27,608.26)	184.06 %	1,250.00	(577.00)	46.16 %
	Total Revenues	2,175,200.00	(1,210,770.72)	55.66 %	181,266.67	(178,699.40)	98.58 %
Expenditures							
73100	Food Service	(2,175,200.00)	1,314,272.07	60.42 %	(181,266.67)	243,494.16	134.33 %
	Total Expenditures	(2,175,200.00)	1,314,272.07	60.42 %	(181,266.67)	243,494.16	134.33 %
Total 143	Central Cafeteria	0.00	103,501.35	100.00 %	0.00	64,794.76	0.00 %

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date		
			Actual	% of Budget		Actual	% of Avg	
141	General Purpose School							
Revenues								
40110	Current Property Tax	2,953,439.00	(1,667,213.33)	56.45 %	246,119.92	(276,346.28)	112.28 %	
40120	Trustee's Collections - Prior Year	80,000.00	(40,096.77)	50.12 %	6,666.67	(3,357.42)	50.36 %	
40125	Trustee's Collections - Bankruptcy	0.00	(1,201.48)	0.00 %	0.00	(209.35)	0.00 %	
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(20,443.60)	45.43 %	3,750.00	(1,518.73)	40.50 %	
40140	Interest And Penalty	21,000.00	(5,116.55)	24.36 %	1,750.00	(525.54)	30.03 %	
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,938.05)	48.45 %	333.33	(274.38)	82.31 %	
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	(6,000.00)	1,200.00 %	
40210	Local Option Sales Tax	2,100,000.00	(1,282,682.85)	61.08 %	175,000.00	(225,797.88)	129.03 %	
40270	Business Tax	30,000.00	(10,355.84)	34.52 %	2,500.00	(1,276.80)	51.07 %	
41110	Marriage Licenses	1,300.00	(646.00)	49.69 %	108.33	(38.00)	35.08 %	
43517	Tuition - Other	2,000.00	(2,600.00)	130.00 %	166.67	(300.00)	180.00 %	
43570	Receipts From Individual Schools	30,000.00	(2,668.61)	8.90 %	2,500.00	0.00	0.00 %	
43582	Community Service Fees - Adults	200.00	(35.00)	17.50 %	16.67	0.00	0.00 %	
44120	Lease/Rentals	1,000.00	(8,374.16)	837.42 %	83.33	0.00	0.00 %	
44170	Miscellaneous Refunds	30,000.00	(354.90)	1.18 %	2,500.00	0.00	0.00 %	
44530	Sale Of Equipment	10,000.00	(11,729.10)	117.29 %	833.33	0.00	0.00 %	
44560	Damages Recovered From Individuals	3,000.00	(650.00)	21.67 %	250.00	0.00	0.00 %	
44570	Contributions & Gifts	15,000.00	(14,910.94)	99.41 %	1,250.00	(1,297.60)	103.81 %	
46511	Basic Education Program	22,770,000.00	(13,816,727.03)	60.68 %	1,897,500.00	(2,311,287.83)	121.81 %	
46515	Early Childhood Education	417,796.00	(175,413.94)	41.99 %	34,816.33	0.00	0.00 %	
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %	
46550	Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
46590	Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %	
46591	Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %	
46594	Family Resource Centers	59,223.00	(29,611.66)	50.00 %	4,935.25	0.00	0.00 %	
46610	Career Ladder Program	50,000.00	(26,538.64)	53.08 %	4,166.67	0.00	0.00 %	
46851	State Revenue Sharing -T.V.A.	240,000.00	(100,505.52)	41.88 %	20,000.00	(50,100.63)	250.50 %	
46981	Safe Schools	86,560.00	(0.30)	0.00 %	7,213.33	0.00	0.00 %	
46990	Other State Revenues	15,000.00	(5,046.06)	33.64 %	1,250.00	0.00	0.00 %	
47640	Rotc Reimbursement	70,000.00	(35,402.94)	50.58 %	5,833.33	(6,977.35)	119.61 %	
48990	Other	52,000.00	(2,000.00)	3.85 %	4,333.33	0.00	0.00 %	
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %	
Total Revenues		29,489,518.00	(17,268,263.27)	58.56 %	2,457,459.83	(2,885,307.79)	117.41 %	
Expenditures								
71100	Regular Instruction Program	(14,601,004.00)	8,041,028.70	55.07 %	(1,216,750.33)	1,359,103.06	111.70 %	
71150	Alternative Instruction Program	(180,671.00)	75,829.64	41.97 %	(15,055.92)	12,056.76	80.08 %	

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
71200	Special Education Program	(3,194,103.00)	1,254,307.39	39.27 %	(266,175.25)	205,633.27	77.25 %
71300	Career and Technical Education	(1,260,256.00)	463,262.57	36.76 %	(105,021.93)	62,593.18	59.60 %
72110	Attendance	(175,970.00)	50,651.77	28.78 %	(14,664.17)	2,859.26	19.50 %
72120	Health Services	(386,008.00)	186,531.59	48.32 %	(32,167.33)	28,248.94	87.82 %
72130	Other Student Support	(1,020,144.00)	438,650.66	43.00 %	(85,012.00)	61,201.21	71.99 %
72210	Regular Instruction Program	(1,347,034.00)	511,443.72	37.97 %	(112,252.83)	78,772.40	70.17 %
72220	Special Education Program	(121,505.00)	51,503.79	42.39 %	(10,125.42)	6,932.25	68.46 %
72230	Career and Technical Education	(112,411.00)	61,300.97	54.53 %	(9,367.58)	7,380.69	78.79 %
72250	Technology	(339,567.00)	227,284.76	66.93 %	(28,297.25)	6,584.55	23.27 %
72290	Other Programs	(35,000.00)	18,014.52	51.47 %	(2,916.67)	18,014.52	617.64 %
72310	Board Of Education	(669,913.00)	359,424.87	53.65 %	(55,826.08)	25,585.14	45.83 %
72320	Director Of Schools	(292,764.00)	158,587.37	54.17 %	(24,397.00)	18,113.29	74.24 %
72410	Office Of The Principal	(1,853,785.00)	779,093.14	42.03 %	(154,482.08)	102,294.08	66.22 %
72510	Fiscal Services	(45,000.00)	0.00	0.00 %	(3,750.00)	0.00	0.00 %
72610	Operation Of Plant	(2,380,500.00)	1,193,001.52	50.12 %	(198,375.00)	193,815.66	97.70 %
72620	Maintenance Of Plant	(1,185,022.00)	625,754.83	52.81 %	(98,751.83)	58,298.18	59.04 %
72710	Transportation	(2,372,457.00)	818,382.92	34.50 %	(197,704.75)	151,136.31	76.45 %
72810	Central And Other	(257,500.00)	27,032.76	10.50 %	(21,458.33)	(38.44)	-0.18 %
73100	Food Service	(35,604.00)	0.00	0.00 %	(2,967.00)	0.00	0.00 %
73300	Community Services	(132,316.00)	53,235.44	40.23 %	(11,026.33)	8,539.15	77.44 %
73400	Early Childhood Education	(473,041.00)	151,331.67	31.99 %	(39,420.08)	23,088.32	58.57 %
76100	Regular Capital Outlay	(450,000.00)	249,291.00	55.40 %	(37,500.00)	0.00	0.00 %
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
Total	Total Expenditures	(33,086,575.00)	15,794,945.60	47.74 %	(2,757,214.58)	2,430,211.78	88.14 %
141	General Purpose School	(3,597,057.00)	(1,473,317.67)	-40.96 %	(299,754.75)	(455,096.01)	-151.82

142	School Federal Projects	Account	Description	Year-To-Date		Estimate Avg/Mth	Month-To-Date		
				Budget Estimate	Actual		% of Budget	Actual	% of Avg
Revenues									
44170		Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
47131		Vocational Educ - Basic Grants To	109,612.01	(55,751.26)	50.86 %	9,134.33	(5,620.95)	61.54 %	
47141		Title I Grants To Local Educ Agencies	1,186,253.19	(500,012.11)	42.15 %	98,854.43	(81,901.34)	82.85 %	
47143		Special Education - Grants To States	1,038,457.86	(313,827.32)	30.22 %	86,538.16	(57,198.48)	66.10 %	
47145		Special Education Preschool Grants	38,311.92	0.00	0.00 %	3,192.66	0.00	0.00 %	
47146		English Language Acquisition Grants	163,325.97	(17,142.16)	10.50 %	13,610.50	(8,612.00)	63.27 %	
47148		Rural Education	136,635.33	(16,156.95)	11.82 %	11,386.28	(6,059.45)	53.22 %	
47189		Eisenhower Prof Development State	189,897.40	(66,726.52)	35.14 %	15,824.78	(23,006.41)	145.38 %	
47301		COVID-19 Grant #1	256,012.87	(59,360.84)	23.19 %	21,334.41	0.00	0.00 %	
47307		COVID-19 Grant B	2,601,712.86	0.00	0.00 %	216,809.41	0.00	0.00 %	
47309		COVID-19 Grant D	208,000.00	(86,000.00)	41.35 %	17,333.33	0.00	0.00 %	
47401		American Rescue Plan Act Grant #1	8,004,126.08	(30,189.34)	0.38 %	667,010.51	0.00	0.00 %	
47402		American Rescue Plan Act Grant #2	202,505.77	0.00	0.00 %	16,875.48	0.00	0.00 %	
47403		American Rescue Plan Act Grant #3	13,501.22	0.00	0.00 %	1,125.10	0.00	0.00 %	
47404		American Rescue Plan Act Grant #4	36,654.70	0.00	0.00 %	3,054.56	0.00	0.00 %	
47590		Other Federal Through State	333,914.58	(130,862.91)	39.19 %	27,826.22	(22,710.42)	81.62 %	
		Total Revenues	14,518,921.76	(1,276,029.41)	8.79 %	1,209,910.15	(205,109.05)	16.95 %	
Expenditures									
71100		Regular Instruction Program	(5,263,381.65)	564,472.83	10.72 %	(438,615.14)	63,565.85	14.49 %	
71150		Alternative Instruction Program	(75,000.00)	0.00	0.00 %	(6,250.00)	0.00	0.00 %	
71200		Special Education Program	(1,037,110.70)	219,552.76	21.17 %	(86,425.89)	33,586.79	38.86 %	
71300		Career and Technical Education	(85,956.81)	38,785.98	45.12 %	(7,163.07)	2,737.20	38.21 %	
72110		Attendance	(100,000.00)	0.00	0.00 %	(8,333.33)	0.00	0.00 %	
72120		Health Services	(52,500.00)	0.00	0.00 %	(4,375.00)	0.00	0.00 %	
72130		Other Student Support	(542,574.86)	185,866.45	34.26 %	(45,214.57)	25,924.04	57.34 %	
72210		Regular Instruction Program	(1,447,393.13)	212,623.28	14.69 %	(120,616.09)	25,666.49	21.28 %	
72220		Special Education Program	(556,012.65)	144,751.97	26.03 %	(46,334.39)	21,496.30	46.39 %	
72230		Career and Technical Education	(2,527.20)	0.00	0.00 %	(210.60)	0.00	0.00 %	
72250		Technology	(255,000.00)	75,523.90	29.62 %	(21,250.00)	0.00	0.00 %	
72610		Operation Of Plant	(2,050,548.17)	8,750.00	0.43 %	(170,879.01)	0.00	0.00 %	
72710		Transportation	(3,000.00)	0.00	0.00 %	(250.00)	0.00	0.00 %	
73100		Food Service	(219,416.80)	0.00	0.00 %	(18,284.73)	0.00	0.00 %	
76100		Regular Capital Outlay	(2,818,003.58)	0.00	0.00 %	(234,833.63)	0.00	0.00 %	
99100		Transfers Out	(10,496.21)	0.00	0.00 %	(874.68)	0.00	0.00 %	
		Total Expenditures	(14,518,921.76)	1,450,327.17	9.99 %	(1,209,910.15)	172,976.67	14.30 %	
Total	142	School Federal Projects	0.00	174,297.76	100.00 %	0.00	(32,132.38)	0.00 %	

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
143	Central Cafeteria						
Revenues							
43521	Lunch Payments - Children	0.00	1,480.91	0.00 %	0.00	0.00	0.00 %
43522	Lunch Payments - Adults	75,000.00	(15,579.97)	20.77 %	6,250.00	0.00	0.00 %
43523	Income From Breakfast	10,000.00	(294.60)	2.95 %	833.33	0.00	0.00 %
43525	A La Carte Sales	175,000.00	(76,159.27)	43.52 %	14,583.33	0.00	0.00 %
43570	Receipts From Individual Schools	0.00	(13,000.00)	0.00 %	0.00	(13,000.00)	0.00 %
44110	Investment Income	200.00	(63.28)	31.64 %	16.67	(10.32)	61.92 %
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44530	Sale Of Equipment	0.00	(9.00)	0.00 %	0.00	0.00	0.00 %
47111	USDA School Lunch Program	1,340,000.00	(935,464.07)	69.81 %	111,666.67	(122,336.36)	109.55 %
47113	Breakfast	560,000.00	(322,656.43)	57.62 %	46,666.67	(43,236.57)	92.65 %
47114	USDA - Other	15,000.00	(28,185.26)	187.90 %	1,250.00	(577.00)	46.16 %
	Total Revenues	2,175,200.00	(1,389,930.97)	63.90 %	181,266.67	(179,160.25)	98.84 %
Expenditures							
73100	Food Service	(2,175,200.00)	1,373,821.51	63.16 %	(181,266.67)	59,549.44	32.85 %
	Total Expenditures	(2,175,200.00)	1,373,821.51	63.16 %	(181,266.67)	59,549.44	32.85 %
Total 143	Central Cafeteria	0.00	(16,109.46)	100.00 %	0.00	(119,610.81)	0.00 %

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

FROM July 01, 2021 TO June 30, 2022

This agreement made this 16th day of September 2021, by and between Greg Lemon CPA, PLLC, 102 West 7th Street, Suite 100, Columbia, TN 38401, hereinafter referred to as the "auditor" and Hickman County Schools - Internal School Funds, of 115 Murphree Avenue, Centerville, TN 37033, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2021, and ending June 30, 2022 with the exceptions listed below:

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

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

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

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish **25** printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to December 31, 2022, **but in no case, shall be filed later than six (6) months following the period to be audited, without explanation to the Comptroller of the Treasury, State of Tennessee and the organization. (Audit documentation for additional procedures for centralized cafeteria systems contracted with audits of internal school funds must be completed and available for review by September 30.)** Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

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

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

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

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

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

9. (Special Provisions)

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

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

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

SCHEDULE OF FEES AND/OR RATES:

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

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

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

Greg Lemon CPA, PLLC

Hickman County Schools - Internal School Funds

Audit firm

Governmental Unit or Organization



D. Gregory Johnson, CPA



Emily Gilbert

By _____

By _____

Signature

Signature

Title/Position: **Director of Auditing**

Title/Position: **Director of Schools**

E-mail address **gjohnson@lemon-cpa.com**

E-mail address **michelle.gilbert@hickmank12.org**

Date: **September 22, 2021**

Date: **December 07, 2021**

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:

HICKMAN COUNTY LEGISLATIVE BODY

Budget Committee Schedule

Fiscal Year 2022-2023

Thursday, May 5th, 2022

5:30 Regular Meeting

6:00 Non-Profit Presentation

Tuesday, May 10th, 2022

5:30 Work Session Budget Meeting

County General

Drug Fund

AFT Fund

Debt Service

Hwy. Dept.

Thursday, May 12th, 2022

5:30 Work Session Budget Meeting

Solid Waste

School

Tuesday, May 17th, 2022

5:30 Budget Meeting (Committee Approval)

Monday, May 23th, 2022

Budget Books available to Co. Commission

Regular County Legislative Body Meeting

Monday, May 30, 2022

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

Monday, June 6th, 2022

5:30 Public Hearing on 22-23 Budget as per TCA 5-21-111(a)(2)

Monday, June 27th, 2022

Budget Presentation and Resolutions to County Commission



Hickman County Schools Board Agenda Item Request

Date: 8-Dec-21

Name of School: Hickman County High School

Item Requested: Out of State Event

Explanation: HCHS Drill Team request to travel to Fort Knox, KY to attend a regional academic, drill, and air rifle competition on March 12th 2021.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Signature of Building Principal

Becky Maluz



Hickman County Schools Board Agenda Item Request

Date: 21-Jan-22

Name of School: Hickman County High School

Item Requested: Overnight / Out-of-State Field Trip

Explanation: HCHS JROTC request to attend our mandatory participation

in the JROTC Cadet Leadership Challenge (JCLC) at the Wendell Fort Army National Guard

Training Center (Greenville, KY) June 2nd - 6th.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

James Scott Bailey

Signature of Building Principal

Michelle

- i. Participation in paintball activities or other similar events.
- j. Archery is authorized under close supervision of trained professionals; however the use of long bows, compound bows, and cross bows for archery training is prohibited.

9-16. Safety and Risk Management

Training safety is a command responsibility and all supervisory personnel are responsible for assisting USACC by requiring strict adherence to established training safety guidance. **With no exceptions, Cadets will have constant instructor supervision at all JROTC training activities.** Units will teach Cadets how to recognize safety hazards and how to properly implement risk management using DA Form 7566, Composite Risk Management Worksheet (CRMW). Instructors will encourage Cadets to participate in optional integrated-curricular activities, such as drill teams, raider teams, orienteering teams, and marksmanship teams. These activities have important marketing and retention benefits, as well as training advantages for those Cadets who participate.

Chapter 10

JROTC Cadet Leadership Challenge (JCLC)

10-1. Scope

This section provides methods and courses of action that are essential to the administration and operation of an effective JCLC. Brigade is responsible for providing opportunities for JROTC Cadets to attend JCLC. The procedures found in the JCLC SOP and within this regulation are applicable to all JCLCs.

10-2. Objectives

The objectives of JCLC are to:

- a. Provide Cadets an opportunity to practice leadership skills in an unfamiliar environment.
- b. Allow Cadets a chance to participate in citizenship building exercises.
- c. Give Cadets the opportunity to experience living and interacting with their peers from other units in a military setting.
- d. Instruct leadership-type skills to Cadets in a “hands on” military type environment.
- e. Provide an opportunity to participate in adventure training not normally available to Cadets.
- f. Take advantage of recreational facilities available and to have fun.

10-3. Responsibilities

- a. Commander, USACC will:
 - (1) Provide guidance to brigades to ensure general standardization.
 - (2) Develop and approve guidelines for the POI.

(3) Evaluate JCLC as time and funding permit.

(4) Approve/disapprove JCLC cancellations.

b. Brigade will:

(1) Conduct JCLC on military reservations and other designated locations where JROTC Cadets may be introduced to life in a military setting.

(2) Brigade will send a consolidated list of approved JCLCs to the Director, JROTC by 15 February of each year. The list should include the JCLC name, location, inclusive dates, number of Cadets to attend, the name of commandant, and phone numbers.

(3) Prepare a consolidated JCLC closing and after action review and forward to USACC, ATTC-J, no later than 15 October.

(4) Be responsible for the conduct of all brigade JCLCs.

(5) Appoint, in writing, JCLC commandants. The appointment will charge the JCLC commandant with the responsibility to plan, organize, coordinate and execute JCLC, so as to accomplish the mission and objectives in this regulation. The commandant represents the brigade in negotiation process for training, logistics, safety, and administrative support from organizations outside USACC. JCLC will last a minimum of five days and include overnight stays (Minimum standard is at least one overnight stay). See Appendix I for an example of appointment orders.

(6) Conduct annual certification training and develop a training plan for brigade JCLCs.

(7) Approve/disapprove brigade units to participate in JCLC outside brigade boundaries.

(8) Approve JCLC organizational structure and instructor assignments.

(9) Make every effort to consolidate JCLC training at supporting installations, and ensure that all JROTC units have the opportunity to participate in JCLC.

(10) Implement a media campaign to cover JCLC training.

(11) Coordinate for support of JCLC at Active Army, U.S. Army Reserve (USAR) and Army National Guard (ARNG) installations and identify training requirements 12 months in advance. These support requests should identify facilities, training areas, instructors, equipment, etc, necessary to conduct the JCLC.

(12) Negotiate training, logistical and administrative support from organizations outside of USACC.

(13) Ensure mandatory POI events are incorporated as an integral part of the JCLC training schedule. Approve and disapprove training to be conducted at JCLC.

(14) Develop and coordinate a Memorandum of Agreement (MOA) with each installation that supports JCLC. All MOAs should be coordinated with USACC Resource Management Division (RM).

(15) Approve/disapprove alternative JCLCs.

(16) Submit an opening enrollment report at the start of JCLC and a closing enrollment report at the end of JCLC by either fax or email to USACC (See Appendix I). Reports should be submitted the day following the opening or closing ceremonies.

(17) Prepare a consolidated JCLC executive summary and after action review and forward to USACC upon JCLC closure (See Appendix I).

c. Senior Army instructor's will:

(1) Plan and execute a campaign plan to meet the assigned mission for attendance to JCLC.

(2) Provide an orientation to all Cadets selected to attend JCLC.

(3) Consult with licensed physicians who grant JCLC clearance for medical conditions described in paragraph 9-12e. The SAI will communicate to the physician the rigorous training associated with a JCLC.

(4) Note that JCLC attendance is a privilege not a right; therefore, it is the SAI's responsibility to carefully screen Cadets. Do not select Cadets for JCLC attendance who are:

(a) Obese/overweight and would not be able to negotiate most of the physical obstacles and/or meets demands of JCLC.

(b) Emotionally immature.

(c) Medically impaired to the degree that the condition/medication precludes meeting the training requirements or may result in the rigorous training having an adverse effect on the health of the Cadet.

(d) Not enrolled as a Cadet JROTC/NDCC.

(e) Discipline problems.

(f) Lacking completion of LET-1.

(g) Have graduated high school prior to the JCLC date.

10-4. Training Activities

The JCLC POI is divided into three categories: mandatory, integrated, and optional training activities. Below are the approved activities for developing a JCLC training schedule:

a. Mandatory training activities.

- (1) Rappelling.
 - (2) Leaders' reaction course.
 - (3) Map reading/land navigation.
 - (4) Confidence/obstacle course/team building.
 - (5) Aquatic activity/drown proofing.
 - (6) Awards/graduation ceremonies.
- b. Integrated-training activities. Training executed throughout JCLC.
- (1) Physical training may include Cadet Challenge events.
 - (2) Field sanitation/personal hygiene.
 - (3) Leadership training.
 - (4) Drill and ceremonies.
 - (5) Prevention of heat injuries.
- c. Optional training activities.
- (1) Cadet Safety and Civilian Marksmanship Program.
 - (2) Survival skills.
 - (3) Water rafting.
 - (4) Jump tower (34' Tower utilized during Airborne Training).
 - (5) Static displays.
 - (6) Alcohol/drug abuse class.
 - (7) Orienteering.
 - (8) Army values
 - (9) Rope bridges
 - (10) Other organized activities: movies, swimming pool, Post Exchange, amusement parks, athletic competition, etc.
 - (11) Math and science modules.

d. Mandatory training activities must be conducted at JCLC, unless the brigade grants a written exception.

e. Alternative JCLCs must be approved by the brigade. An alternative JCLC is defined as an organized activity which does not meet the requirements of a traditional JCLC. Appropriated funds (OMA and/or MPA) are used in support of the activity. The following training activities may be conducted during alternative JCLCs:

- (1) Map reading/land navigation.
- (2) Leadership reaction course.
- (3) Confidence/obstacle course (team building).
- (4) Physical training may include Cadet Challenge events.
- (5) Field sanitation/personal hygiene.
- (6) Leadership training.
- (7) Drill and ceremonies.
- (8) Prevention of heat injuries.
- (9) JROTC Cadet Safety and Civilian Marksmanship Program.
- (10) Survival skills.
- (11) Alcohol/drug abuse class.
- (12) Orienteering.
- (13) Army values.
- (14) Rope bridges.
- (15) Awards/graduation ceremonies.

10-5. Discipline Problems

Each JCLC commandant will publish and distribute written procedures to handle instructor and Cadet discipline problems.

10-6. Training Schedule

a. The JCLC training schedule will be published no later than 60 days prior to JCLC start date and a copy will be provided to brigade for approval. This will assist both the instructor as well as the Cadet in knowing what type of training to expect before JCLC actually begins.

b. The training for JROTC Cadets should not begin before 0600, and every possible effort should be made to provide Cadets with at least eight hours of sleep. This is a risk assessment emphasis area. Young people are at-risk when they are not sufficiently rested.

10-7. Security

a. Due to the nature of JCLC, it is mandatory that alert monitoring of JCLC conditions occur at all times. Accordingly, the JCLC orderly room will be staffed around the clock with a staff duty officer/NCO; Cadets will be under continuous instructor and/or chaperone supervision.

b. The JCLC commandant will publish detailed instructions on JCLC security.

c. Secured storage areas are limited, therefore, no radios, stereos, etc., or other valuable items will be permitted at JCLC. During in-processing, such items will be turned in, tagged with the owners name and placed in the company supply room. Cadets will be advised, in writing, not to bring these items. Contraband items e.g., knives, brass knuckles, etc, are prohibited at JCLC.

10-8. Awards

a. Each Cadet who satisfactorily completes JCLC will receive the JCLC participation ribbon (N-3-11).

b. Other awards may be presented, e.g., JCLC certificate of completion, best Cadet in each platoon/company, best Cadet at JCLC, PT award, etc.

10-9. Medical Support/Sick-Call

a. Medical support and sick call procedures will be developed by the JCLC commandant and briefed to all JCLC Cadets. A qualified medical specialist will be present during JCLC (e.g., school nurse, registered nurse, emergency medical specialist, military medic, and combat lifesaver, etc).

b. JROTC students participating in integrated curricular activities who are injured or become ill while participating in such activities may be furnished inpatient and outpatient medical care without charge except for subsistence when hospitalized on a military installation. Otherwise, JCLC participants will have insurance to cover expenses.

10-10 Cadet Evaluation

One of the most important objectives of JCLC is to evaluate Cadets, especially those Cadets who have been tentatively selected for possible key staff leadership positions during the coming school year. This type of environment provides an excellent opportunity for evaluating their strengths and weaknesses. To the maximum extent possible, each Cadet will serve and be evaluated in a leadership position while attending JCLC. The JCLC commandant will review the reports and ensure distribution is made to the respective school instructor. The "remarks" area of the sheet/card should be used to explain the Cadets' outstanding rating and/or below-average rating. An outstanding or below-average rating requires comments from the evaluator."

10-11. Uniforms and Equipment

a. The instructor's appearance will be IAW AR 670-1.

b. Cadets will wear the Army combat uniform (ACU) with camouflage cap and authorized boots. Cadets will not wear a beret of any color. Cadet rank will not be worn except when the Cadet is serving in a leadership position. The ACU coat will be worn with the JROTC subdued patch on the left sleeve and JROTC tag above left pocket.

c. Cadets will have the following during attendance at annual JCLC:

(1) ACUs (minimum of three sets) to include cap, belt, buckle, brown T-shirts, socks, and cloth or black plastic nametag.

(2) Boots (broken-in for at least 30 days by Cadet), athletic shoes, athletic shorts.

(3) A sufficient amount of underclothing (bras are mandatory for females).

(4) Shower shoes (flip-flops).

(5) Shaving articles (male) and soap.

(6) Towels and washcloths.

(7) One padlock for security of wall locker.

(8) Other appropriate toiletries for both males and females.

(9) Appropriate civilian attire for wear after training, if authorized. Clothing which may present a negative image such as short shorts, cutoffs, and halter-tops are not allowed.

(10) Swim suits, full body (no bikinis or male/female thongs).

(11) JCLC Commandant will provide appropriate brushes, soap, etc., for care and maintenance of the brown boot.

10-12. Attendance and Waivers

a. Each high school JROTC unit is required to participate in an annual JCLC. At a minimum, each school is required to take 10% of their rising LET 1 - 3 Cadets to JCLC. The management of slots for attendance to JCLC is the responsibility of the JCLC Commandant. The JCLC Commandant will authorize slots based upon availability of resources. Cadets attending JCLC must be in good academic standing with a minimum grade point average of at least 2.0, and have successfully taken the Cadet Challenge. The JCLC Commandant will notify the Brigade Chief of the number of Cadets the JCLC can accommodate. Every effort should be made to take advantage of maximum capacity at JCLC locations; i.e., use all available barracks space to maximize attendance.

b. The brigade may require all JROTC instructors to attend JCLC. If fewer are required, brigade should ensure that SAIs and AIs rotate JCLC attendance from year to year. Where applicable, school districts may be required to extend instructor contracts to cover the duration of JCLC.

c. Brigade has the authority to waive the cadre attendance requirement under exceptional circumstances, which precludes a unit's participation. A waiver should be granted only if a school offers an equivalent JCLC experience, which meets the JCLC objectives and POI requirements outlined in this regulation. As a minimum, these experiences should include the following:

(1) Living with and interacting with Cadets from other schools. This offers diversity in cultural and environmental experiences.

(2) Opportunities for leadership, physical fitness, academic enrichment, and citizenship exercised in an unfamiliar environment.

(3) Adventure training, recreation and other activities not normally available to Cadets.

d. Requests for medical waivers will be reviewed and granted on a case by-case basis. Cadets with asthma, severe allergies, diabetes, or other medical conditions must have written parental or legal guardian consent and medical clearance from a licensed physician prior to attending JCLC. The SAI will communicate with the physician and explain the training activities that occur at a JCLC. Waivers requiring medical review will be forwarded to Brigade Headquarters for approval or disapproval.

10-13. JCLC Organizational Structure and Responsibilities

a. The JCLC commandant will ensure:

(1) The efficient, safe operation of JCLC and compliance with current Army directives and local installation policies. Conduct a survey of each training site and perform a risk assessment for each training site before allowing Cadets onto the site.

(2) Direct coordination with support installation before JCLC.

(3) Training and logistical support is confirmed.

(4) JCLC supervision and training for establishing, implementing, and enforcing policies and procedures deemed necessary for the safe and orderly conduct of the JCLC.

(5) An initial JCLC opening and closing report is forwarded via telephone or e-mail to the appropriate brigade. The report must include the name of JCLC, opening and closing dates, number of Cadets (male/female), and the number of Cadets who successfully complete the training. (See format at Appendix I).

(6) Complete and forward a JCLC after action review (AAR) to brigade within 30 days of camp completion.

b. JCLC executive officer (XO). The XO will assist the JCLC commandant in all duties and assumes commander's responsibilities in their absence. The XO also oversees the assignment of duties for the instructors and monitors them closely.

c. The JCLC Command Sergeant Major (CSM) will assist the JCLC commandant with:

04/13/2018 11:34 FAX

003/003



Hickman County Schools Board Agenda Item Request

Date: 12/7/2021

Name of School: East Hickman High School

Item Request: FCCLA State Competition and Sullivan University College Tour

Explanation:
See attached documents.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:
C. Cochran

Signature of Building Principal:
Kimberly Williams

To: Michele Gilbert

From: Charlotte Boehms, EHHS FCCLA Advisor

Date: 12/7/2021

RE: FCCLA state competitions

Qualifying Students to Attend the FCCLA State Competitions

This is an overnight trip to Gatlinburg, TN on March 16-18. Thirteen students will be attending the conference and will be accompanied by myself and 1 chaperone. My personal vehicle will be used to transport the students to Chattanooga along with the chaperone's personal vehicle. Personal automobile insurance has been cleared.

Details are as follows.

- Advisor: Charlotte Boehms
- Dates: March 16-18
- Student Attendees:
 - Alli Cochran- Early Childhood Education
 - Eric Aldrich - Culinary Math Management
 - Arianna Myles and Jade Tidwell- Baking and Pastry
 - Josie Cravens- Culinary Arts
 - Abigail Howell, Caitlyn Carter, and Allyssa Barnhill- Event Management
 - Stephanie Aldridge and Emily Bentley- Food Innovations
 - Chelsea Easton- Teaching and Training
 - Christian Schuerring and Olivia Phelan- Website Design
- Cost:

○ Hotel Rooms 6 rooms x 2 nights @ approximately \$160/night	\$1920
○ Advisor and Chaperone Conference Registration 2 x \$110	\$220.00
○ Student Conference Registration 13 x \$120	\$3360
○ Meal Reimbursement- Breakfast and Lunch x 3	\$81
○ Mileage to/from Chattanooga 530 @ \$.47 x 1	\$249.1
○ Boehms Sub 3 days @ \$66.20	\$198.6
 ○ Total	 \$6028.7

To: Michele Gilbert

From: Charlotte Boehms, Culinary Arts Instructor

Date: December 7, 2021

RE: Sullivan University Campus Tour in Louisville, KY

I am requesting to be put on the December School Board Agenda in order to be granted permission for Students interested in attending a culinary arts school to attend Sullivan University's Hospitality Road Trip. This is an overnight trip to Louisville, KY on April 7 and 8. Five students will be attending the competition and will be accompanied by myself. My personal vehicle will be used to transport the students to Louisville, KY. Personal automobile insurance has been cleared for myself.

Details are as follows.

- Advisor: Charlotte Boehms

- Dates: April 7-8

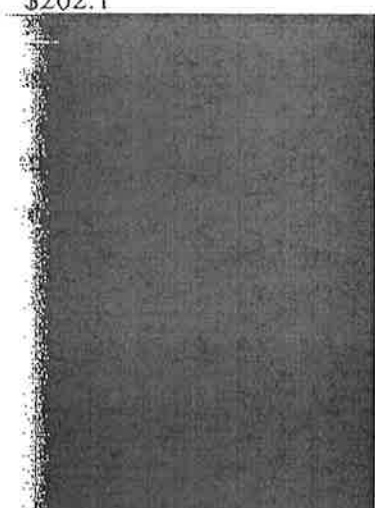
- Student Attendees:

- Josie Cravens
- Emily Bentley
- Hailey Atkins
- Cheyanne Owens
-
-

- Cost:

o Boehms Sub 2 days @ \$66.20	\$132.4
o Road Trip Registration 6 x \$35	\$385.00
o Mileage to/from Chattanooga 430 @ \$.47 x 1	\$202.1

o Total \$517.40



1 NIGHT TRIP

PRICE: \$35.00 PLUS FOOD MONEY

ALL SOPHOMORE, JUNIORS, AND SENIORS WHO HAVE AN INTEREST IN CULINARY ARTS. KITCHEN EXPERIENCE WITH CHEFS, LOUISVILLE TOUR, AND TOURS OF CAMPUS.

ITINERARY:

Thursday

- **5:00 pm – Arrive at Gardiner Point Residence Hall and rooms assigned.**
- **5:30 pm – Tour of Gardiner Point Residence Hall.**
- **6:00 pm – Travel to Highlands for Dinner at your own cost.**
- **9:00 pm – Relax and enjoy the rest of the night!**
- **11:00 pm – Curfew must be in your room!!**

Friday

- **7:30 am – Eat breakfast at Gardiner Point**
- **8:30 am – Leave Gardiner Point Residence Hall and arrive at main campus (must have bags packed we will not be returning to Gardiner point).**
- **8:45 am – 2:00 pm – Fun filled day at main campus. Chef speaker, tour of campus, meet faculty, and working in the kitchens with our Chef Instructors!**

****Every student needs to wear Chef Uniform (if applicable). If you do not have a uniform please make sure to wear long pants and kitchen-safe shoes. Parents and teachers, please make sure you bring kitchen-safe shoes because you will be in the labs as well.**

- **2:00 pm – Tour of Bakery at Sullivan University.**
- **2:30 pm – Leave for home.**

04/15/2016 11:34 FAX



Hickman County Schools Board Agenda Item Request

Date: 1-19-22

Name of School: EHHS

Item Request: FBLA State Conference

Explanation: See attached

Attachments (if necessary and appropriate):

Memo to School Board

Signature of Person requesting to be placed on the agenda:

Audi Morgan

Signature of Building Principal:

[Signature]

To: Michelle Gilbert and School Board
 From: Cindi Morgan, EHHS FBLA Advisor
 Date: January 19, 2022
 RE: FBLA state competitions

I am requesting to be put on the February School Board Agenda in order to be granted permission for qualifying students to attend the FBLA state competitions. This is an overnight trip to Chattanooga, TN on April 4-6, 2022. Approximately Twelve students will be attending the conference and will be accompanied by myself and another teacher. I will drive a personal automobile and insurance has been cleared through Don Qualls..

Details are as follows.

- Advisor: Cindi Morgan
- Dates: April 4-6, 2022
- Cost:

• Morgan Sub 3 days @ \$69.90 x 3	\$209.70
• Hotel Rooms 4 rooms x 3 nights @ \$157/night	\$1,884.00
• Conference Registration 12 x \$93	\$1,116.00
• Mileage to/from Chattanooga 330 @ \$.47	\$155.10

• **Total \$3,364.70**

- Funding will be provided by the EHHS FBLA account, CTE account (Don Qualls) and student attendees (each student will pay a \$100 registration fee based on ability to pay)



Hickman County Schools Board Agenda Item Request

Date: 1/28/22

Name of School: East Hickman High School

Item Request: Travel & hotel costs for HOSA competition

Explanation:
17 HOSA students placed in regional competition and have been invited to HOSA State Competition March 28-30 at the Knoxville convention center. Myself, Emily Cross, and Jennifer Turpin will drive school vans and serve as chaperones. Cost of lodging is approx. \$3,800.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:
EHHS HOSA (Bonnie Kersey)

Signature of Building Principal:
Imberley Williams



Hickman County Schools Board Agenda Item Request

Date: 1-20-22

Name of School: EHHS

Item Request: Prom Date

Explanation: Request approval for the EHHS prom

Attachments (if necessary and appropriate):

letter of request

Signature of Person requesting to be placed on the agenda:

Beth Robinson

Signature of Building Principal:

(in attached letter)

January 12, 2022

Dear Mrs. Gilbert,

The East Hickman High School prom committee requests to be placed on the agenda for the school board meeting on February 7, 2022. The committee plans to present information about the school and ask for board approval for a prom.

We are requesting approval for the prom to take place on Saturday, April 30, 2022, from 7:00 P.M. to 11:00 P.M. at EHHS.

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

Respectfully,

EHHS Prom Committee

Amy Matney

Amy Matney

Tracy Poth

Tracy Poth

Beth Robinson

Beth Robinson

Jennifer Turpin

Jennifer Turpin

Crystal Wilson

Crystal Wilson

Kimberly Williams

Kimberly Williams

Principal



Hickman County Schools Board Agenda Item Request

Date: 1-14-22

Name of School: HCHS

Item Request: Prom

Explanation:

We would like to request approval for our prom.
on April 30, 2022 from 7-11 pm in the
HCHS Gym

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Ramir

Signature of Building Principal:

Beky Malley



Hickman County Schools Board Agenda Item Request

Date: 21-Jan-22

Name of School: Hickman County High School

Item Requested: Event Request - Military Ball

Explanation: HCHS JROTC request to host our formal event as required by

Cadet Command Regulation 145-2 on 26 March 2022 from 5-9 pm.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Mary S. King

Signature of Building Principal

[Signature]

Event Instance

* Indicates required fields

* Date of Event 26 Mar 2022

* Event Name 20220326 Military Ball

* Event Type Military Ball

* Impact on Report Include this Event In Unit Report

Active Cadets on Event Date 57 (Total number of active Cadets as of event date.)

* # of Staff 2 (Includes instructors, chaperones, volunteers, bus drivers, etc.)

* Brigade Constraint Yes No

Comments

Unit Report Criteria

Units are required to participate in at least one formal event during the year. At least 50% of the unit must participate in the formal event, however, only 30% of the cadets must attend the event. Participation is defined as planning and coordination, and implementation of the event.

No credit will be awarded for simply attending a formal event by another school.

Examples of formal events include a Military Ball, Dining In or Dining Out, or a formal Awards Banquet.



Hickman County Schools Board Agenda Item Request

Date: 21-Jan-22

Name of School: Hickman County High School

Item Requested: Event Request - in school game at HCHS

Explanation: HCHS Boys Soccer request to host our annual in-school match on

25 March 2022 at HCHS at 1:00 pm.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Jimmy Scott Hays

Signature of Building Principal

Jane Rice

**Hickman County Government
Amendment to Fund Balance**

Fund	Description	2021-2022	2021-2022
		Estimated	Amended
101	County General	6,100,000.00	5,853,394.00
122	Drug Fund	160,000.00	158,651.00
125	Adequate Facilities	900,000.00	902,599.00
131	Highway	1,900,000.00	1,857,070.00
151	General Debt Ser.	2,500,000.00	2,621,057.00
156	Educ. Debt Ser.	0.00	320.00
141	General Purpose School	9,372,445.00	11,496,031.00

Safe Return to In-person Instruction and Continuity of Services Plan

Addendum Guidance

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload in the LEA document library and post to the LEA's website (February 1 and August 27). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development of the plan. This is not the same as providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation, and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through September 30, 2023 and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools and to ensure the plan is current. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: **Hickman County**_____

Date: 1/30/22_____

1. Describe how the LEA engaged in meaningful consultation with stakeholders in development of the revised plan.

The Hickman County School System engages with stakeholders in a variety of ways. There are four task force groups that work on initiatives in the school system's strategic plan. Each task force group includes school and district administrators, teachers, parents, and community stakeholders. Each school also has a leadership team that consists of educators, support staff, and parents. Hickman County also has a parent advisory committee that provides feedback to the school system on district goals and initiatives. Feedback for school system priorities is discussed in those meetings and through parent and community surveys. Surveys were sent to the community and parents, as well as the Hickman County Chamber of Commerce, the Hickman County Business Education Council, and the Hickman County Economic Development Association. All faculty and staff members were surveyed to get their feedback on how the ESSER funds should be budgeted and prioritized in our school system. The Hickman County School System surveyed community members, parents, business and community leaders, and employees through promotion on our school system website, social media outlets, and our local newspaper. Student and parent survey responses represented the composition of district students. The school system compiled the survey results and utilized the results to review the district's initial plan.

2. Describe how the LEA engaged the health department in the development of the revised plan.

The Hickman County School System has consulted with the local department of health and has continuously collaborated to ensure contact tracing is timely and accurate. The district provides seating charts and relevant contact information to the department of health who then contacts families to notify them of the contact tracing and subsequent quarantine procedures.

3. Provide to the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i>
<i>No specific policy updates. Reasonable and appropriate accommodations for children with disabilities with respect to health and safety policies will continue to be made. Additional nursing and cleaning services have also been contracted for the 2021-2022 school year.</i>
<i>Physical distancing (e.g., use of cohorts/podding)</i>
<i>No specific policy updates. Additional spacing in classrooms will be provided as feasible.</i>
<i>Hand washing and respiratory etiquette</i>
<i>No specific policy updates The district will teach, model, and provide time for proper handwashing and respiratory etiquette in all grades in the school system.</i>
<i>Cleaning and maintaining healthy facilities including improving ventilation</i>
<i>No specific policy updates. Common areas in the hallways, restrooms, and cafeteria will be cleaned regularly throughout the school day and our schools are utilizing ESSER funding to improve ventilation and air circulation.</i>
<i>Contact tracing in combination with isolation and quarantine</i>
<i>No specific policy updates. The Hickman County School System has consulted with the local department of health and has continuously collaborated to ensure contact tracing is timely and accurate. The districts provides seating charts and relevant contact information to the department of health who then contacts families to notify them of the contact tracing and subsequent quarantine procedures.</i>
<i>Diagnostic and screening testing</i>
<i>No specific policy updates. Hickman County Schools does not provide onsite testing, but school nursing staff screen students as needed based on symptoms and advise parents of screening results.</i>
<i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i>
<i>No specific policy updates. The Hickman County School System provided opportunities for all employees to receive vaccinations during the school year.</i>
<i>Universal and correct wearing of masks</i>
<i>No specific policy updates. While wearing of masks is at the discretion of staff and students, efforts have been made to educate students and staff on the correct procedures for the wearing of masks.</i>

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services to address the students' academic needs, and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.

Students will be provided continual educational services through Google classroom and personal contact with instructors if they should need to be away from school. Support through enrichment classes will be provided to support social emotional learning. Nutritional services will be provided to students upon request if they are away from school due to COVID-19 protocols. Students receiving mental health services

will be provided tele-health virtually. In addition, the AWARE team works to provide staff with social, emotional, and mental health, along with nutritional service support.

INVITATION TO BID

The Hickman County Finance Office is accepting sealed bids for school bus units. Bids for up to four (4) conventional seventy- eight (78) passenger school bus. Specifications and bid requirement may be obtained from Steven George, Director of Transportation, Hickman County Schools at 931-729-3391, Ext. 2241. Email: steven.george@hickmank12.org or bids can be found online at: www.hickmank12.org/request-for-proposal.

All bidders will be required to submit a conflict of interest disclosure form that can be obtained at www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the bid envelope "School Bus Units." Bids will be opened on December 14, 2021 at 10:00 a.m. at the Finance Office.

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

Present: Renny Mayberry

Cumberland No Bids

Central States	<u>Diesel</u>	<u>Propane</u>
	108,389.00	114,808.00

HICKMAN COUNTY BOARD OF EDUCATION
 115 MURPHREE AVENUE
 CENTERVILLE, TN 37033
 931-729-3391

BID OFFER FOR UP TO FOUR (4) CONVENTIONAL SEVENTY- EIGHT (78)
 PASSENGER SCHOOL BUSES

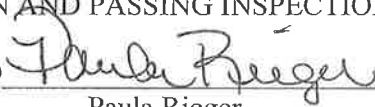
TO THE HICKMAN COUNTY BOARD OF EDUCATION, CENTERVILLE, TENNESSEE:

IN RESPONSE TO YOUR INVITATION, MY COMPANY SUBMITS THE FOLLOWING
 BIDS ON SCHOOL BUS. THE SCHOOL BUS SPECIFICATIONS REQUIRED BY THE
 TENNESSEE STATE BOARD OF EDUCATION, AND BY YOU, AND THE CONDITIONS
 SET FORTH IN YOUR BID INVITATION ARE CLEARLY UNDERSTOOD AND ARE
 COMPILED WITHIN THIS BID.

- A. MAKE: **BLUE BIRD** MODEL & NUMBER: **BBCV Vision DIESEL**
- B. BID PRICE DELIVERED F.O.B. CENTERVILLE, TENNESSEE MOUNTED
 AND FULLY EQUIPPED AS SPECIFIED.

NUMBER OF BUSES	SEATING CAPACITY	UNIT PRICE	TOTAL
<u>4</u>	<u>77</u>	<u>\$108,389.00</u>	<u>\$433,556.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<u>DIESEL</u>		TOTAL BIDS ON ALL <u>\$433,556.00</u>	

INVOICE TO BE PAID IN FULL UPON COMPLETION AND PASSING INSPECTION BY
 STATE OF TENNESSEE.

SIGNED 
 Paula Rieger

TITLE Regional Sales Manager

COMPANY Central States Bus Sales, Inc.
 303 Business Park Drive
 Lebanon, TN 37090

DATE: December 14, 2021

Delivery Date: 180 DAYS AFTER RECEIPT OF PURCHASE ORDER

HICKMAN COUNTY BOARD OF EDUCATION
 115 MURPHREE AVENUE
 CENTERVILLE, TN 37033
 931-729-3391

BID OFFER FOR UP TO FOUR (4) CONVENTIONAL SEVENTY- EIGHT (78)
 PASSENGER SCHOOL BUSES

TO THE HICKMAN COUNTY BOARD OF EDUCATION, CENTERVILLE, TENNESSEE:


IN RESPONSE TO YOUR INVITATION, MY COMPANY SUBMITS THE FOLLOWING
 BIDS ON SCHOOL BUS. THE SCHOOL BUS SPECIFICATIONS REQUIRED BY THE
 TENNESSEE STATE BOARD OF EDUCATION, AND BY YOU, AND THE CONDITIONS
 SET FORTH IN YOUR BID INVITATION ARE CLEARLY UNDERSTOOD AND ARE
 COMPILED WITHIN THIS BID.

- A. MAKE: **BLUE BIRD** MODEL & NUMBER: **BBCV Vision PROPANE**
- B. BID PRICE DELIVERED F.O.B. CENTERVILLE, TENNESSEE MOUNTED
 AND FULLY EQUIPPED AS SPECIFIED.

NUMBER OF BUSES	SEATING CAPACITY	UNIT PRICE	TOTAL
<u>4</u>	<u>77</u>	<u>\$114,808.00</u>	<u>\$459,232.00</u>

PROPANE TOTAL BIDS ON ALL **\$459,232.00**

INVOICE TO BE PAID IN FULL UPON COMPLETION AND PASSING INSPECTION BY
 STATE OF TENNESSEE.

SIGNED 
 Paula Rieger

TITLE Regional Sales Manager
 COMPANY Central States Bus Sales, Inc.
 303 Business Park Drive
 Lebanon, TN 37090
 DATE: December 14, 2021

Delivery Date: 180 DAYS AFTER RECEIPT OF PURCHASE ORDER

SCHOOL BUS SPECIFICATIONS

UNIT MUST MEET ALL STATE AND FEDERAL SPECIFICATIONS. PLEASE NOTE ANY DEVIATIONS BESIDE THE RESPECTIVE DESCRIPTION. ALL DEVIATIONS WILL BE CONSIDERED.

WARRANTIES: Towing to be included for life of all applicable warranties.
Five Year Bumper to Bumper
Power Train Five year or 100,000 mile warranty.

CHASSIS MINIMUM REQUIREMENTS

ALTERNATOR: Must be a 240 amp minimum, 12 volt.

AXLES: Front: 12,000 # rating minimum, "I" beam type. Rear 23,000 Minimum. Both axles made by same manufacturer.

BATTERIES: 2100 CCA Minimum. Double 00 gauge battery cables. Battery compartment to have a sliding tray with stop. **With cutoff switch in battery box**

BRAKES: Dual air with Bendix anti-lock system, Front: - 16.5" x 5" x 7/8" thick, Rear: -16.5" x 7" x 7/8" thick. Air compressor to be 13.2 CFM min. Three air tanks provided with total capacity of 4,760 cu. In. Bendix AD-9 air dryer.

BUMPERS: Minimum of 12" after forming front and rear steel plate bumpers. The rear bumper shall have a 14" wrap-around. Front and rear bumpers must be bolted not welded to frame with grade 8 bolts.

ENGINE: Cummins Diesel, in line six configuration, 220 minimum H.P. Must have minimum of 600 ft. lb. gross torque minimum. Engine Warning system. 750 watt heater. High/low idle and cruise control. One bus is to come with Cummins Quick Serve and Cummins Insite Subscription and Engine Diagnostics Equipment.

FRAME: Must be one piece. No frame extension. Completely painted for rust and corrosion protection. 50,000 psi minimum.

EXHAUST: max NOx allowed .05. **To exit rear of bus thru the bumper.**

FUEL TANK: 100 gal. Min. Sender inspection access plate. Fuel system must include 2 fuel/water separators. One spin-on type at the engine and a second filter element with see through bowl and self-venting drain. Fuel tank to have heat shields if within 12 inches of exhaust system. **Must Have Interlock system , 5yr unlimited mile warranty**

GAUGES: Seven digit speedometer/odometer, fuel, voltmeter, oil pressure, tachometer, hour meter, coolant temperature, dual air brake gauges.
Warning systems to include: low air pressure light and buzzer, high temp./low oil pressure light and buzzer, low coolant light.

SAFETY: Electronic Stability Control, meet Colorado Rack and Kentucky Pole Test. Show certification.

SHOCKS: Air Ride Suspension System front and rear. Dual action piston type: Two front and two rear required. 1 3/4" bore.

STEERING: Tilt wheel. Full power

TIRES: Tubeless radial tires as needed 11R x 22.5; 16 ply rating highway.

TOW HOOKS: Unit to be equipped with tow hooks. 2 front; 2 rear.

TRANSMISSION: Ford 6r140 6spd Automatic Transmission w/5yr unlimited mile warranty, transmission, cooling accomplished by an oil cooler mounted external from transmission, minimum capacity 1,530 BTUs per minute with external spin-on filter.

WHEELS: HUB ALIGNED 22.5 x 8.25, painted black.

WIRING: Color and number coded. Protected by blade type fuses. Resistant to heat, abrasion, and solvents.

BODY REQUIREMENTS

COMPARTMENTS: Storage compartment to be located over windshield area. Add glove box at door in dash. Add padded arm rest with storage.

CONSTRUCTION: Entire body surface including the floor construction shall meet FMVSS 221 in all joints.

FLOOR PANELS: Shall be 14 gauge heavily galvanized steel. They shall be welded and riveted at reinforcements. These main floor cross-members must be full width to outer sheet metal on each side of body for maximum collision protection.

ROOF BOWS: 14 gauge hat-shaped roof bows one piece from floor overhead to floor on the other side shall be used. Bows shall end upon floor overhead to floor on the other side shall be used. Bows shall end upon floor at each side for maximum rollover strength.

BODY SHEET METAL: Four 16 gauge applied rub rails plus one embossed for a total of five. Embossed rain visor over each window. Skirts to be 16 1/4" measured from the floor level. These rails to be riveted to structured bows and side panels with buck rivets. Body shall be fully undercoated, under floor, skirt panels and wheel wells prior to mounting on chassis. Rain visors to be embossed in roofing sheet metal over each window. These roof sheets shall be one piece from window top to window top on the other side for maximum strength. They shall be double lapped and secured with two rows of rivets for additional strength.

CROSSING ARM: Front bumper crossing arm equipped to be air operated

STOP SIGN: To be air operated

DOORS: Entrance: Outward opening door, air operated with Kentucky switch. 30" full opening and 1,500 sq." of glass area. Stainless steel grab rail. Rear emergency 36" x 51" to have upper and lower glass. Retainer to hold door open. **Rear door to have red stop warning lighted sign in center of door**

FLOORING: Black rubber flooring with white colored nosing on each step. Molded rubber covers required over front and rear interior wheel-housings. Rounded rustproof molding to be installed where floor meets wall on each side.

HEADROOM: Interior headroom to be 77" full length of bus.

HEATERS: 90,000 BTU front heater/defroster, 80,000 BTU rear heater **mounted behind rear wheels**. Two 6" dash fans. Front heater to have removable filter. Rear heat with filter

INSULATION: 1 ½" thick fiberglass in roof, front, and rear. 1 ½" mineral wool blanket type insulation on sides to insure vertical integrity.

IDENTIFICATION: School system name 6" HICKMAN COUNTY SCHOOLS & 6" Numbers Front - Rear and sides

LIGHTS: Warning light system meeting current federal specifications. All red overhead and stop arm lights to be strobe LED lights. Side directional lights mounted on right and left. 5" back up lights, 7" tail lights. Warning lights to be hooded. Roof strobe with guard. Interior lights: Step well light and dome lights. **All lights to be LED**, light system monitor display within view of driver.

MIRRORS: Interior: 6" x 30" non-glare, adjustable. Exterior: Heated mirrors meeting federal and state standards.

SUN VISOR: 6" x 30" transparent, adjustable, left above driver only.

MUD FLAPS: Unit to have front and rear mud flaps.

FENDERS: Two rubber rear fenders.

NOISE REDUCTION: This will include acoustic ceiling and plywood floor in the front two sections. Reflective padding attached to underside of engine hood to reduce engine heat and noise.

PAINT: **White Roof**, Exterior; heat cured polyurethane.

PARTS LINE REPORT: A print out of the build sheets

SAFETY: Four push out windows and two roof hatches Spheros brand. One inch full length side reflective tape at floor line.

CHILD REMINDER SYSTEM: Doran

SEATS:	Seat Belt Ready Frames
Seat/Driver	Air operated with brown fabric and high back w/tilt Left and right arm rests
Seat/Passenger	DOT seats with brown upholstery.

SIDE PANELS: Interior - Aluminized steel side walls with mar-resistant finish.

SOLENOID: Disconnects all body circuits when ignition is turned off.

STEPWELL: Slant three step entrance.

VENTILATION: Driver's fresh air vent with dash control and static roof vent.

WINDOWS: Clear split sash design with latches with aluminum frames only.

WINDSHIELD: Flat laminated safety glass or one piece bonded/tinted.

WIPERS: Wet arm type. To be equipped with intermittent.

WIRING: Color and number coded. Protected by auto resetting circuit breakers. Accessible without removing windows.

HORN/ALARMS: Dual electric horn located away from wheel splash area. 112 dbs. Back up alarm.

SAFETY EQUIPMENT: Triangle kit with case mounted in driver's area. Fire extinguisher- 5 pound mounted in driver's area First Aid Kit as well as a bio-hazard kit mounted in driver's area.

PA's and RADIOS: AM/FM CD PLAYER /PA stereo WITH AUX PORT, 4 interior speakers flush mounted. To have one flush mounted PA speaker mounted in front of cab for PA system.

CAMERA: REI HD SERIES 8 camera system - WITH 320 GB HARD DRIVE, Four Cameras on both side walls with the 180degree cameras and One camera out the front

Two Way Communication Radio: School district will provide

ITEMS TO BE PRICED SEPARATELY

ENGINE: Ford 6.8L Propane Engine w/ 5yr unlimited mile warranty

SEATBELT: Three seat belts to a seat

DISC BRAKES: Air disc on both front and rear axles

SUSPENSION: Without Air Ride



HICKMAN COUNTY BOARD OF EDUCATION

BID: 78 PASSENGER SCHOOL BUS

EXCEPTIONS

ITEM	EXCEPTION
EXHAUST: max NOx allowed .05	With propane engine only
FUEL TANK: must have interlock system	With propane engine only
TRANSMISSION:	Allison PTS 2500 w/diesel
CHILD REMINDER SYSTEM: Doran	
Seat Belt Ready Frames	Not seatbelt ready, standard BB seats



HICKMAN COUNTY BOARD OF EDUCATION

BID: 78 PASSENGER SCHOOL BUS

ITEMS TO BE PRICED SEPARATELY

ITEM	PRICE
ENGINE: FORD 6.8L PROPANE ENGINE W/5 YR UNLIMITED MILE WARRANTY	\$6,800.00
SEATBELT: THREE SEAT BELTS TO A SEAT	\$11,000.00
DISC BRAKES: AIR DISC ON BOTH FRONT AND REAR AXLES	\$2,100.00
SUSPENSION: WITHOUT AIR RIDE	-\$1,200.00

BUS PROPOSAL

Price: Respectful submission of a No Bid

Cumberland is very respectfully submitting a NO BID. We wish to remain on your bid list for future opportunities.

Signature: *Ashley Scurlock*

Ashley E. Scurlock

Bus Account Manager



1901 Lebanon Pike

Nashville, TN 37210

Cell Phone 615.598.3572

AScurlock@CLTTE.com

Cancellations: No cancellations are accepted after unit(s) line set for build date by factory. If cancelled before line set there is a cancellation fee of

\$1,000.00 per unit.

This bid is valid for any LEA in the state of TN for no less than 365 days from opening, if not longer. All school systems are welcomed and encouraged to buy off this bid.



INVITATION TO BID

The Hickman County Finance Office is accepting sealed bids for school bus units. Bids for up to six (4) conventional seventy- eight (78) passenger school bus. Specifications and bid requirement may be obtained from Steven George, Director of Transportation, Hickman County Schools at 931-729-3391, Ext. 2241. Email: steven.george@hickmank12.org

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the bid envelope “School Bus Units.” Bids will be opened on

December 14 at 10:00am

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

115 MURPHREE AVENUE
CENTERVILLE, TN 37033
931-729-3391

BID OFFER FOR UP TO FOUR (4) CONVENTIONAL SEVENTY- EIGHT (78)
PASSENGER SCHOOL BUSES

TO THE HICKMAN COUNTY BOARD OF EDUCATION, CENTERVILLE, TENNESSEE:

IN RESPONSE TO YOUR INVITATION, MY COMPANY SUBMITS THE FOLLOWING
BIDS ON SCHOOL BUS. THE SCHOOL BUS SPECIFICATIONS REQUIRED BY THE
TENNESSEE STATE BOARD OF EDUCATION, AND BY YOU, AND THE CONDITIONS
SET FORTH IN YOUR BID INVITATION ARE CLEARLY UNDERSTOOD AND ARE
COMPILED WITHIN THIS BID.

- A. MAKE _____ MODEL & NUMBER _____
- B. BID PRICE DELIVERED F.O.B. CENTERVILLE, TENNESSEE MOUNTED
AND FULLY EQUIPPED AS SPECIFIED.

NUMBER OF BUSES	SEATING CAPACITY	UNIT PRICE	TOTAL
_____	_____	_____	No Bid
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

TOTAL BIDS ON ALL _____

INVOICE TO BE PAID IN FULL UPON COMPLETION AND PASSING INSPECTION BY
STATE OF TENNESSEE.

SIGNED

Ashley Saulsack

TITLE

COMPANY

ADDRESS

DATE: _____

Delivery Date: _____ (Must be specific)

SCHOOL BUS SPECIFICATIONS

UNIT MUST MEET ALL STATE AND FEDERAL SPECIFICATIONS. PLEASE NOTE ANY DEVIATIONS BESIDE THE RESPECTIVE DESCRIPTION. ALL DEVIATIONS WILL BE CONSIDERED.

WARRANTIES: Towing to be included for life of all applicable warranties.
Five Year Bumper to Bumper
Power Train Five year or 100,000 mile warranty.

CHASSIS MINIMUM REQUIREMENTS

ALTERNATOR: Must be a 240 amp minimum, 12 volt.

AXLES: Front: 12,000 # rating minimum, "I" beam type. Rear 23,000 Minimum. Both axles made by same manufacturer.

BATTERIES: 2100 CCA Minimum. Double 00 gauge battery cables. Battery compartment to have a sliding tray with stop. **With cutoff switch in battery box**

BRAKES: Dual air with Bendix anti-lock system, Front: - 16.5" x 5" x 7/8" thick, Rear: -16.5" x 7" x 7/8" thick. Air compressor to be 13.2 CFM min. Three air tanks provided with total capacity of 4,760 cu. In. Bendix AD-9 air dryer.

BUMPERS: Minimum of 12" after forming front and rear steel plate bumpers. The rear bumper shall have a 14" wrap-around. Front and rear bumpers must be bolted not welded to frame with grade 8 bolts.

ENGINE: Cummins Diesel, in line six configuration, 220 minimum H.P. Must have minimum of 600 ft. lb. gross torque minimum. Engine Warning system. 750 watt heater. High/low idle and cruise control. One bus is to come with Cummins Quick Serve and Cummins Insite Subscription and Engine Diagnostics Equipment.

FRAME: Must be one piece. No frame extension. Completely painted for rust and corrosion protection. 50,000 psi minimum.

EXHAUST: max NOx allowed .05. **To exit rear of bus thru the bumper.**

FUEL TANK: 100 gal. Min. Sender inspection access plate. Fuel system must include 2 fuel/water separators. One spin-on type at the engine and a second filter element with see through bowl and self-venting drain. Fuel tank to have heat shields if within 12 inches of exhaust system. **Must Have Interlock system , 5yr unlimited mile warranty**

GAUGES: Seven digit speedometer/odometer, fuel, voltmeter, oil pressure, tachometer, hour meter, coolant temperature, dual air brake gauges.
Warning systems to include: low air pressure light and buzzer, high temp./low oil pressure light and buzzer, low coolant light.

SAFETY: **Electronic Stability Control, meet Colorado Rack and Kentucky Pole Test. Show certification.**

SHOCKS: **Air Ride Suspension System front and rear.** Dual action piston type: Two front and two rear required. 1 3/4" bore.

STEERING: Tilt wheel. Full power

TIRES: Tubeless radial tires as needed 11R x 22.5; 16 ply rating highway.

TOW HOOKS: Unit to be equipped with tow hooks. 2 front; 2 rear.

TRANSMISSION: Ford 6r140 6spd Automatic Transmission w/5yr unlimited mile warranty, transmission, cooling accomplished by an oil cooler mounted external from transmission, minimum capacity 1,530 BTUs per minute with external spin-on filter.

WHEELS: HUB ALIGNED 22.5 x 8.25, painted black.

WIRING: Color and number coded. Protected by blade type fuses. Resistant to heat, abrasion, and solvents.

BODY REQUIREMENTS

COMPARTMENTS: Storage compartment to be located over windshield area. Add glove box at door in dash. Add padded arm rest with storage.

CONSTRUCTION: Entire body surface including the floor construction shall meet FMVSS 221 in all joints.

FLOOR PANELS: Shall be 14 gauge heavily galvanized steel. They shall be welded and riveted at reinforcements. These main floor cross-members must be full width to outer sheet metal on each side of body for maximum collision protection.

ROOF BOWS: 14 gauge hat-shaped roof bows one piece from floor overhead to floor on the other side shall be used. Bows shall end upon floor overhead to floor on the other side shall be used. Bows shall end upon floor at each side for maximum rollover strength.

BODY SHEET METAL: Four 16 gauge applied rub rails plus one embossed for a total of five. Embossed rain visor over each window. Skirts to be 16 ¼" measured from the floor level. These rails to be riveted to structured bows and side panels with buck rivets. Body shall be fully undercoated, under floor, skirt panels and wheel wells prior to mounting on chassis. Rain visors to be embossed in roofing sheet metal over each window. These roof sheets shall be one piece from window top to window top on the other side for maximum strength. They shall be double lapped and secured with two rows of rivets for additional strength.

CROSSING ARM: Front bumper crossing arm equipped **to be air operated**

STOP SIGN: **To be air operated**

DOORS: Entrance: Outward opening door, air operated with Kentucky switch. 30" full opening and 1,500 sq." of glass area. Stainless steel grab rail.

Rear emergency 36" x 51" to have upper and lower glass. Retainer to hold door open. **Rear door to have red stop warning lighted sign in center of door**

FLOORING: Black rubber flooring with white colored nosing on each step. Molded rubber covers required over front and rear interior wheel-housings. Rounded rustproof molding to be installed where floor meets wall on each side.

HEADROOM: Interior headroom to be 77" full length of bus.

HEATERS: 90,000 BTU front heater/defroster, 80,000 BTU rear heater **mounted behind rear wheels**. Two 6" dash fans. Front heater to have removable filter. Rear heat with filter

INSULATION: 1 ½" thick fiberglass in roof, front, and rear. 1 ½" mineral wool blanket type insulation on sides to insure vertical integrity.

IDENTIFICATION: School system name 6" HICKMAN COUNTY SCHOOLS & 6" Numbers Front - Rear and sides

LIGHTS: Warning light system meeting current federal specifications. All red overhead and stop arm lights to be strobe LED lights. Side directional lights mounted on right and left. 5" back up lights, 7" tail lights. Warning lights to be hooded. Roof strobe with guard. Interior lights: Step well light and dome lights. **All lights to be LED**, light system monitor display within view of driver.

MIRRORS: Interior: 6" x 30" non-glare, adjustable. Exterior: Heated mirrors meeting federal and state standards.

SUN VISOR: 6" x 30" transparent, adjustable, left above driver only.

MUD FLAPS: Unit to have front and rear mud flaps.

FENDERS: Two rubber rear fenders.

NOISE REDUCTION: This will include acoustic ceiling and plywood floor in the front two sections. Reflective padding attached to underside of engine hood to reduce engine heat and noise.

PAINT: **White Roof**, Exterior; heat cured polyurethane.

PARTS LINE REPORT: A print out of the build sheets

SAFETY: Four push out windows and two roof hatches Spheros brand. One inch full length side reflective tape at floor line.

CHILD REMINDER SYSTEM: Doran

SEATS:	Seat Belt Ready Frames
Seat/Driver	Air operated with brown fabric and high back w/tilt Left and right arm rests
Seat/Passenger	DOT seats with brown upholstery.

SIDE PANELS: Interior - Aluminized steel side walls with mar-resistant finish.

SOLENOID: Disconnects all body circuits when ignition is turned off.

STEPWELL: Slant three step entrance.

VENTILATION: Driver's fresh air vent with dash control and static roof vent.

WINDOWS: Clear split sash design with latches with aluminum frames only.

WINDSHIELD: Flat laminated safety glass or one piece bonded/tinted.

WIPERS: Wet arm type. To be equipped with intermittent.

WIRING: Color and number coded. Protected by auto resetting circuit breakers.
Accessible without removing windows.

HORN/ALARMS: Dual electric horn located away from wheel splash area.
112 dbs. Back up alarm.

SAFETY EQUIPMENT: Triangle kit with case mounted in driver's area. Fire extinguisher- 5
pound mounted in driver's area First Aid Kit as well as a bio-hazard kit mounted in driver's area.

PA's and RADIOS: AM/FM CD PLAYER /PA stereo WITH AUX PORT, 4 interior speakers
flush mounted. To have one flush mounted PA speaker mounted in front of cab for PA system.

**CAMERA: REI HD SERIES 8 camera system - WITH 320 GB HARD DRIVE, Four
Cameras on both side walls with the 180degree cameras and One camera out the front**

Two Way Communication Radio: School district will provide

ITEMS TO BE PRICED SEPARATELY

ENGINE: Ford 6.8L Propane Engine w/ 5yr unlimited mile warranty

SEATBELT: Three seat belts to a seat

DISC BRAKES: Air disc on both front and rear axles

SUSPENSION: Without Air Ride

Hickman County Board of Education

	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 12/07/21
		Rescinds: 5.701	Issued: 08/06/18

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2} Substitute teachers may be employed and paid directly by the board of education or by a third party public or private employer through an agreement between such third party employer and the board of education. Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the board of education.²

APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.⁴

Qualifications for substitute teachers shall be: (1) a high school diploma or GED; (2) attendance at an orientation session.

A list of substitute teachers will be prepared by the director of schools who will maintain files which may include transcripts, credentials, recommendations and other pertinent information.

COMPENSATION

If employed directly by the board of education, the compensation of substitute teachers shall be determined annually by the Board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.⁵

CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵ When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits¹ and may substitute for additional days if the director of schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.⁷

EMERGENCY NEEDS

All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

Licensed personnel can be used as a substitute teacher in another class in emergency situations in which another substitute is unable to arrive on time or remain for the full day. Licensed personnel that are asked to substitute in a class in addition to their normal instructional duties and complete after-school planning time will be compensated per class period in which they are utilized.

TRAINING AND ORIENTATION

The director of schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers.

RESPONSIBILITIES

Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited to, bus duty and playground supervision.

RE-EMPLOYMENT/TERMINATION

On an annual basis, the director of schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third party employer if they wish to terminate their service as substitutes.

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. TCA 8-36-805

Background Investigations 5.118



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

To: School Board Members
From: Misty Shelton
Date: February 2022

1st Reading:

6.313- Discipline Procedures- Line 27-28 of page 5

A teacher or other school official shall not reduce or authorize the reduction of a student's **academic** grade because of discipline problems. **Only department or citizenship grades may be reduced because of discipline actions.**

Up for review:

- 2.100 Fiscal Management Goals
- 2.200 Annual Operating Budget
 - 2.201 Line Item Transfer Authority
 - 2.300 State and Federal Aid Eligibility Determination
 - 2.400 Revenues
 - 2.401 Gifts and Bequests
 - 2.402 Investment Earnings
 - 2.403 Personal Property Sales
 - 2.404 School Support Organizations
 - 2.500 Deposit of Funds
 - 2.600 Bonded Employees
 - 2.601 Fundraising Activities
 - 2.700- Accounting Systems
 - 2.701 Financial Reports and Records
 - 2.702 Inventories
 - 2.703 Audits
 - 2.800 Expenditure of Funds
 - 2.802 Payroll Procedures
 - 2.803 Salary Deductions
 - 2.804 Expenses and Reimbursements

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

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Hickman County Board of Education

	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 04/05/21
		Rescinds: 6.313	Issued: 03/01/21

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

3 The Board delegates to the Director of Schools the responsibility of developing specific codes of
4 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
5 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI² and PBIS
6 framework. Exclusionary discipline shall only be used as a measure of last resort. The development of
7 each code shall involve principals and staff members of each level and shall be consistent with the
8 relevant policies as adopted by the Board.¹

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

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

22 In order to ensure that these goals are accomplished, the school district shall utilize the following
23 trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports,
24 behavior intervention plans, ACES.

25 **MISBEHAVIORS: Level I**

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

29 *Examples* (not an exclusive listing):

30 Classroom disturbances

- 1 Classroom tardiness
- 2 Cheating and lying
- 3 Abusive language
- 4 Nondefiant failure to do assignments or carry out directions
- 5 Wearing while on the grounds of a public school during the regular school day, clothing that
- 6 exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- 7 Harassment (Sexual, Racial, Ethnic, Religious)

8 *Disciplinary Procedures:*

- 9 Immediate intervention by the staff member.
- 10 Determine what offense was committed and its severity.
- 11 Determine offender and that he/she understands the nature of the offense.
- 12 Employ appropriate disciplinary options.
- 13 Record of the offense and disciplinary action maintained by staff member.

14 *Disciplinary Options:*

- 15 Verbal reprimand
- 16 Special Assignment
- 17 Restricting activities
- 18 Assigning work details
- 19 Counseling
- 20 Withdrawal of privileges
- 21 Issuance of demerits which might affect citizenship or department grades
- 22 Strict supervised study
- 23 Detention
- 24 Corporal punishment
- 25 In-school suspension
- 26 Out-of-school suspension
- 27 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
- 28 supports, behavior intervention plans, ACES

29 **MISBEHAVIORS: Level II**

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

34 *Examples* (not an exclusive listing):

- 35 Continuation of unmodified Level I behaviors
- 36 School or class tardiness
- 37 Use of tobacco, vaping, or e-cigarettes
- 38 Using forged notes or excuses
- 39 Disruptive classroom behavior
- 40 Harassment (Sexual, Racial, Ethnic, Religious)

1 *Disciplinary Procedures:*

- 2 Student is referred to principal for appropriate disciplinary action.
 3 Principal meets with student and teacher.
 4 Principal hears accusation made by teacher, permits student the opportunity of explaining
 5 his/her conduct, denying it or explaining any mitigating circumstances.
 6 Principal takes appropriate disciplinary action and notifies teacher of action.
 7 Record of offense and disciplinary action maintained by principal.

8 *Disciplinary Options:*

- 9 Teacher/schedule change
 10 Modified probation
 11 Behavior modification
 12 Social probation
 13 Peer counseling
 14 Referral to outside agency
 15 In-school suspension
 16 Transfer
 17 Detention
 18 Suspension from school-sponsored activities or from riding school bus
 19 Corporal punishment
 20 Restricting school related honors student is otherwise due
 21 Out-of-school suspension not to exceed ten (10) days.
 22 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
 23 supports, behavior intervention plans, ACES

24 **MISBEHAVIORS: Level III**

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

27 *Examples* (not an exclusive listing):

- 28 Continuation of unmodified Level I and II behaviors
 29 Fighting (simple)
 30 Vandalism (minor)
 31 Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes drugs, and/or
 32 alcohol
 33 Stealing
 34 Threats to others
 35 Harassment (Sexual, Racial, Ethnic, Religious)

36 *Disciplinary Procedures:*

- 37 Student is referred to principal for appropriate disciplinary action.
 38 Principal meets with student and teacher.

- 1 Principal hears accusation by accusing party and permits offender the opportunity of explaining
 2 conduct.
 3 Principal takes appropriate disciplinary action.
 4 Principal may refer incident to director of schools and make recommendations for
 5 consequences.
 6 If student's program is to be changed, adequate notice shall be given to the student and his/her
 7 parents of the charges against him, his/her right to appear at a hearing and to be represented by
 8 a person of his/her choosing.
 9 Any change in school assignment is appealable to the Board.
 10 Record of offense and disciplinary action maintained by principal or director of schools.

11 *Disciplinary Options:*

- 12 In-school suspension
 13 Detention
 14 Corporal punishment
 15 Restitution from loss, damage or stolen property
 16 Out-of-school suspension not to exceed ten (10) days
 17 Social adjustment classes
 18 Transfer
 19 Expulsion
 20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
 21 supports, behavior intervention plans, ACES

22 **MISBEHAVIORS: Level IV**

- 23 Acts which result in violence to another's person or property or which *pose a threat* to the safety of
 24 others in the school. These acts are so serious that they usually require administrative actions which
 25 result in the immediate removal of the student from the school, the intervention of law enforcement
 26 authorities and action by the Board.

- 27 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 28 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 29 death to another person.⁵

30 *Examples (not an exclusive listing):*

- 31 Unmodified Level I, II and III behaviors
 32 Death threat (hit list)
 33 Bomb threat
 34 Extortion
 35 Possession/use/transfer of dangerous weapons *
 36 Assault that results in bodily injury upon any teacher, principal, administrator, any other
 37 employee of the school, or a school resource officer*
 38 Aggravated assault*
 39 Vandalism
 40 Theft/possession/sale of stolen property

- 1 Arson
- 2 Possession of unauthorized substances *
- 3 Use/transfer of unauthorized substances
- 4 Harassment (Sexual, Racial, Ethnic, Religious)

5 *Disciplinary Procedures:*

- 6 Principal confers with appropriate staff members and with the student.
- 7 Principal hears accusation by accusing party and permits offender opportunity of explaining
- 8 conduct.
- 9 Parents are notified.
- 10 Law enforcement officials are contacted.
- 11 Incident is reported and recommendations made to the director of schools.
- 12 Complete and accurate reports are submitted to the director of schools.
- 13 Student is given hearing before disciplinary hearing authority.

14 *Disciplinary Options*

- 15 Expulsion
- 16 Alternative schools
- 17 Other hearing authority or Board action which results in appropriate placement
- 18 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
- 19 by the director of schools on a case-by-case basis.
- 20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
- 21 supports, behavior intervention plans, ACES

22 **ADDITIONAL GUIDELINES:**

- 23 1. A student shall not be suspended solely because charges are pending against him/her in
- 24 juvenile or other court.
- 25 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten
- 26 (10) days for the same offense.²
- 27 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
- 28 grade because of discipline problems except in deportment or citizenship. **Only deportment or**
- 29 **citizenship grades may be reduced because of discipline actions.**
- 30 4. A student shall not be denied the passing of a course or grade promotion solely on the basis
- 31 of failure to:
 - 32 a. pay any activity fee;
 - 33 b. pay a library or other school fine; or
 - 34 c. make restitution for lost or damaged school property.

35 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA §§ 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

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

Hickman County Board of Education

	Descriptor Term: Fiscal Management Goals	Descriptor Code: 2.100	Issued Date: 10/07/19
		Rescinds: 2.100	Issued: 06/05/17

1 *General*

2 The Board shall practice sound fiscal management procedures which guarantee maximum use of all
 3 resources provided. The Board assumes responsibility, within its financial capabilities, for providing at
 4 public expense all items of equipment, supplies and services that may be required in the interest of
 5 education in the schools under its jurisdiction.¹

6 In fiscal management, the Board seeks to achieve the following goals:

- 7 1. To engage in advance planning, with broad-based staff and community involvement;
- 8
- 9 2. To establish levels of funding which will provide quality education for the system's students;
- 10
- 11 3. To use the available techniques for budget development and management;
- 12
- 13 4. To provide timely and appropriate information to all staff with fiscal management
- 14 responsibilities; and
- 15
- 16 5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll,
- 17 payment of vendors and contractors, and all other areas of fiscal management.

Legal References

- 1. TCA 49-3-314(c); Tennessee Internal School
Uniform Accounting Policy Manual; Section 4-23 *et*
seq.

Cross References

School District Goals 1.700

Hickman County Board of Education

	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 10/07/19
		Rescinds: 2.200	Issued: 06/05/17

1 *General*

2 All school system budgets are the operational plans stated in financial terms which describe the programs
3 to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with Board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body
- 11 • Staffing arrangements adequate for proposed programs
- 12 • Maintenance of the district's equipment and facilities
- 13 • Efficiency and economy ¹

14 Budget preparation shall be the responsibility of the director of schools and the chairman of the Board.
15 The director of schools will establish procedures for the involvement of staff, including requests from
16 department heads and principals, all of whom shall seek advice and suggestions from other staff and
17 faculty members.

18 The director of schools and the chairman of the Board shall develop a budget preparation calendar no
19 later than February 15 of the current school year.⁴ The calendar shall be used as a guide for coordinating
20 the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems,
21 and making budget decisions.

1 **HEARING AND REVIEWS**

2 The proposed budget will be available for inspection by various interested citizens or groups in the office
3 of the director of schools.

4 **FINAL ADOPTION PROCEDURE**

5 The Board shall adopt a budget and submit it to the County Commission no later than forty-five (45)
6 days prior to the actual date the budget is to be adopted by the county commissioners.²

7 If the proposed budget is rejected, the board shall submit a revised budget proposal within ten (10)
8 business days after receiving notice of the rejection.⁵

9 Within ten (10) days of adoption of the final budget, the director of schools shall file a copy with the
10 Commissioner of Education.³

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-42
2. TCA 49-2-203(a)(10)
3. TCA 5-9-402(d)(4)
4. TCA 5-9-402(d)(5)(C)
5. TCA 49-2-301(b)(1)(Z); TRR/MS 0520-01-02-.13(2)(a)

Cross References

Role of the Board of Education 1.101
Executive Committee 1.301

Hickman County Board of Education

	Descriptor Term: Line Item Transfer Authority	Descriptor Code: 2.201	Issued Date: 10/07/19
		Rescinds: 2.201	Issued: 06/05/17

- 1 *Central Office*
- 2 Line-item transfers within major categories shall be made upon the recommendation of the director of
- 3 schools and approval by the Board.
- 4 Transfer between major budget categories shall be made with the approval of the County
- 5 Commission.¹

Legal References

1. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)

Hickman County Board of Education

	Descriptor Term: State and Federal Aid Eligibility Determination	Descriptor Code: 2.300	Issued Date: 10/07/19
		Rescinds: 2.300	Issued: 06/05/17

1 *General*

2 In order to ensure comparability of services¹ from local and state funds in all of its schools, the Board
3 shall ensure that:

- 4 1. A systemwide salary schedule is adopted annually;
5
6 2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis
7 according to grade levels and need; and
8
9 3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis
10 according to grade levels and need.

Legal References

1. 20 USCA § 6321

Hickman County Board of Education

	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 10/07/19
		Rescinds: 2.400	Issued: 06/05/17

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.²

11 **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.³ School fees shall be waived for students who receive free or reduced-
16 price lunches.⁴ 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.⁵

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,⁶ 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.

26 **RENTAL INCOME**

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

3 GRANTS

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

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102(77)-(79)
3. TCA 49-6-3001(a); TCA 49-2-110(c)
4. TCA 49-2-114
5. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-40
6. TCA 37-10-101, 102
7. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-39

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
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:	Descriptor Code: 2.401	Issued Date: 10/07/19
	Gifts and Bequests	Rescinds: 2.401	Issued: 06/05/17

1 *General*

2 The director of schools is authorized to accept gifts to the school system and may designate others to
3 accept gifts for particular schools in behalf of the Board.¹ The Board will officially express
4 appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

5 In instances where the director of schools or his designee doubts the appropriateness or usefulness of
6 an offered gift, the gift may be declined or the matter referred to the Board.

7 In accepting gifts and donations, the following guidelines shall be followed:

- 8 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
9 placed on school premises shall for all intents and purposes be a gift and shall become school
10 system property subject to the same controls and regulations that govern the use of other
11 school-owned property.
- 12 2. Contributions of equipment or services that may involve major costs for installation,
13 maintenance, or initial or continuing financial commitments from school funds shall be
14 presented by the director of schools' office for Board consideration and approval.
- 15 3. Because of difference in economic resources available to various schools, and for other
16 reasons, the purchase of equipment on a matching fund basis (part of cost provided by an
17 individual or organization and part by the Board shall not be encouraged.
- 18 4. Individuals or organizations wanting to contribute supplies or equipment will consult with
19 school officials about the feasibility of accepting such contributions prior to the solicitation of
20 funds or the making of budgetary appropriations.
- 21 5. A list of supplies and equipment which have been contributed shall be reported to the Board by
22 the director of schools' office annually.
- 23
- 24
- 25
- 26

Legal References

1. TCA 49-6-2006(a)

Cross References

Staff Conflict of Interest 5.601
Staff Gifts and Solicitations 5.605
Student Gifts 6.710

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Investment Earnings</h2>	Descriptor Code: 2.402	Issued Date: 10/07/19
		Rescinds: 2.402	Issued: 06/05/17

1 *Individual Schools*

2 The building principal, with consent of the director of schools, is authorized to invest excess funds of
 3 the school in savings accounts.¹ Interest earned on general fund accounts shall be credited to general
 4 fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted
 5 account.

6 School food service funds shall be kept separate from other school funds and interest earned on food
 7 service fund deposits shall be credited to food service revenue.

8 All funds shall be deposited into accounts fully protected by sufficient collateral.

Legal References

1. Tennessee Internal School Uniform Accounting Policy Manual; Section 6-1

Cross References

- Deposit of Funds 2.500
 Food Service Management 3.500

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Surplus Property Sales</h2>	Descriptor Code: <h3 style="text-align: center;">2.403</h3>	Issued Date: <h3 style="text-align: center;">10/07/19</h3>
		Rescinds: <h3 style="text-align: center;">2.403</h3>	Issued: <h3 style="text-align: center;">06/05/17</h3>

1 The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall contain
 2 the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
 4 circulation at least seven (7) days prior to the sale.

5 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
 6 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
 7 and the Board Chair shall agree in written form that the property is of no value or is of less value than
 8 five hundred dollars (\$500).²

9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
 10 Board shall approve other methods of disposal.³

11 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
 12 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

13 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴**

14 When equipment that was purchased with federal dollars is no longer needed for the original project or
 15 program or for other activities currently or previously supported by a federal agency, disposition of the
 16 equipment shall be made as follows:

- 17 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
 18 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
 19
- 20 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
 21 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
 22 current market value or proceeds from sale by the awarding agency's share of the equipment.
 23

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks 4.401

Hickman County Board of Education

	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 10/07/19
		Rescinds: 2.404	Issued: 06/05/17

1 INTRODUCTION

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
3 use the name, mascot, or logo of a school or the school district to solicit or raise money, materials,
4 property, securities, services, or other things of value.¹

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
6 organization subject to this policy.

7 REPORTING AND RECORDS

8 The director or the director's designee shall annually post a list of organizations that are recognized as
9 school support organizations on the school district's web site.

10 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
11 public record.

12 PROCEDURES

13 The director shall create procedures to oversee the relationship between the Board and any school
14 support organization. These procedures shall include, at a minimum, the following:

- 15 1. Any agreement between the Board and a school support organization shall be in writing and
16 signed by the director or the director's designee and an authorized agent of the school support
17 organization seeking authorization. This agreement shall contain, at a minimum, the following
18 provisions:
 - 19 a. An agreement to abide by any policies and procedures regarding school support
20 organizations; and,
 - 21 b. An agreement to indemnify the Board, the director and all other agents of the local
22 education agency for the actions of the school support organization.
- 23 2. Prior to entering into any agreement, a school support organization shall submit the following
24 to the director or the director's designee:²
 - 25 a. Documentation confirming the school support organization's status as a nonprofit
26 organization, foundation, or a chartered member of a nonprofit organization or foundation;
 - 27 b. A written statement of the goals and objectives of the group or organization;
 - 28
 - 29
 - 30
 - 31
 - 32

- 1 c. The principal contact telephone and address, as well as the telephone number, address, and
2 position of each officer of the group or organization; and,
3
- 4 d. A copy of the school support organization's written policy specifying reasonable
5 procedures for accounting, controlling, and safeguarding any money, materials, property,
6 securities, services, or other things of value collected or disbursed by it.
- 7 3. The director shall designate a date prior to the beginning of the regular school year for the
8 school support organization to submit a form to the director or the director's designee which
9 verifies the information previously provided by the school support organization is correct or, if
10 the information is no longer correct, that date shall be the deadline for any corrections.³
- 11 4. The school support organization shall abide by all applicable Federal, State and local laws,
12 ordinances and regulations in its activities.
- 13 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
14 documentation of its recognition as a nonprofit organization.
- 15 6. The school support organization shall maintain financial records for a period of at least four (4)
16 years.
- 17 7. The school support organization shall operate within the applicable standards and guidelines set
18 by a related state association, if applicable, and shall not promote, encourage or acquiesce in
19 any violation of student or team eligibility requirements, conduct codes or sportsmanship
20 standards.
- 21 8. The school support organization's officers shall ensure that school support organization funds
22 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
23 organization.
- 24 9. The school support organization shall obtain the approval of the director or the director's
25 designee before undertaking any fundraising activity. The director or the director's designee
26 shall consider, at a minimum, the following when approving or denying a request by a school
27 support organization to engage in a fundraising activity:⁴
- 28 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the
29 school district or an individual school within that district; and,
30
- 31 b. Whether the fundraising activity is consistent with the goals and mission of the school or
32 school district.
- 33 10. The school support organization shall provide access to all books, records, and bank account
34 information for the school support organization to officials of the local school board, local
35 school principal, or auditors of the office of the comptroller of the treasury upon request.
- 36 11. A school representative cannot act as a treasurer or bookkeeper for a school support
37 organization, or be a signatory on the checks for a school support organization. A majority of

1 the voting members of any school support organization board should not be composed of
2 school representatives.⁵

3 The director may enact procedures to suspend or revoke the authorization of any school support
4 organization for a failure to abide by the policies and procedures regarding school support
5 organizations.

6 **OPERATION OF A SCHOOL BOOKSTORE**

7 The principal of a school may enter into an agreement with a recognized school support organization
8 for the operation of a bookstore located on school grounds, which makes direct sales to students and
9 faculty, pursuant to procedures promulgated by the director. These procedures shall provide, at a
10 minimum, the following:

- 11 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for
12 support of the school; and
- 13 2. The school support organization provides the school with the relevant collection documentation
14 that would have been required pursuant to the provisions of the manual produced under § 49-2-
15 110 for student activity funds.⁶

16 The director may provide such other procedures and forms as he or she deems necessary.

17 **CONCESSIONS AND PARKING**

18 The principal of a school may agree to allow an authorized school support organization to operate and
19 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
20 event on school property without the prior approval of the director or director's designee. Any money
21 payable to the school pursuant to the agreement with the principal will be considered school support
22 group funds and not student activity funds if the school support organization provides the school with
23 the relevant collection documentation required by the student activity funds manual produced by the
24 State.

Legal References

1. TCA 49-2-604(a)
2. TCA 49-2-604(b)(1)
3. TCA 49-2-604(b)(1)(B)
4. TCA 49-2-604(b)(2)
5. TCA 49-2-604(g)
6. TCA 49-2-110

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Deposit of Funds</h2>	Descriptor Code: 2.500	Issued Date: 10/07/19
		Rescinds: 2.500	Issued: 06/05/17

1 *Central Office*

2 All income payable to the Board will be deposited with the county trustee, who will credit it to the
 3 appropriate account.¹

4 *Individual Schools*

5 All money collected at the building level must be cleared through the principal's office.

6 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.²
 7 Deposit slips will be filed along with other permanent records. Each deposit slip must show the
 8 various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.

9 Monies collected at the building level must be deposited to no more than three bank accounts:³

- 10 1. General School Fund/Restricted Accounts;
- 11
- 12 2. School Food Service; and
- 13
- 14 3. Savings.

Legal References

- 1. TCA 8-11-110(e)
- 2. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-22, 6-1, 6-2
- 3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-2, 4-3, 6-1, 6-2

Cross References

- Investment Earnings 2.402
- Student Activity Funds Management 2.900
- Food Service Management 3.500

Hickman County Board of Education

	Descriptor Term: Bonded Employees	Descriptor Code: 2.600	Issued Date: 10/07/19
		Rescinds: 2.600	Issued: 06/05/17

1 *General*

2 The director of schools and all other employees who handle school monies shall be bonded in order to
3 indemnify the school system against the loss of any funds.¹

4 The Board shall determine the amount of the bond, giving consideration to the total amount of money
5 and/or property that is handled in each school.²

Legal References

1. TCA 8-19-101 through 103; TCA 49-2-110(a)(1)
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-21

Hickman County Board of Education

	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 10/07/19
		Rescinds: 2.601	Issued: 06/05/17

1 *Individual Schools*

2 The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or
3 services, soliciting funds or information, or securing participation in non-school related activities and
4 functions. At the same time, schools shall inform and assist students in learning about programs,
5 activities or information which may be of help or service to them. To attempt a fair balance, the following
6 general guidelines will apply:¹

- 7 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
8 supplementing funds for established school programs and not for supplanting funds which are
9 the responsibility of the public.
- 10 2. Fundraising companies and other salespersons shall obtain permission in writing from the
11 director of schools' office to visit the schools.
- 12 3. Any commission payable by companies will be paid in the form of reduced prices to the
13 students, or paid into the activity fund of the school for use by the school. No school employee
14 shall personally benefit from any fundraising activity.
- 15 4. The principal must obtain written approval from the director of schools or designee for all
16 fundraising activities that involve the participation of the general student population in the
17 marketing process of the fundraising effort. All other fundraising activities must have written
18 approval from the principal and comply with all administrative procedures issued by the
19 director of schools. The authorization request shall contain the following information:²
 - 20 a. A list of the proposed fundraising activities;
 - 21 b. Purpose of the fundraising activity;
 - 22 c. Proposed uses of funds raised;
 - 23 d. Expected student involvement in fundraising activity (school-wide or individual class or
24 club); and
 - 25 e. Margin of profit and how it is to be paid to the school.
- 26 5. The director of schools shall determine whether or not the activity will benefit the school,
27 contribute to the welfare of the student body and supplement, not replace, funds necessary to
28 fulfill the board's required contributions.
- 29 6. The director of schools will inform the Board of any approved fundraising activity.
30 Authorization requests and the director's letter of approval shall be provided to the Board
31 before the fundraising activity is implemented.

- 1 7. Students will not be excused from a regular class to participate in a fundraising activity. No
2 grade in a subject or course will be affected by a student's participation in a fundraising
3 activity.
4
- 5 8. No quotas will be imposed on students involved and their efforts will be voluntary. Students
6 who do not participate in fundraising activities will not be punished or discriminated against in
7 any way.
8
- 9 9. Principals shall submit an annual report on fundraising activity to the director of schools and to
10 the Board which will indicate the gross amount of funds raised and the net profit realized.

11 This policy shall not be construed as preventing a teacher from using instructional or informational
12 materials even though the materials might include reference to a brand, product or a service.

13 **LOTTERIES**

14 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
15 among purchasers of chances by means of tickets or otherwise through a random drawing or other
16 random selection process.³

17 **ONLINE FUNDRAISING**

18 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
19 fundraising requirements established by the board and the *Internal School Uniform Accounting Policy*
20 *Manual*. The principal/designee of each school shall have access to the established fundraising account
21 to ensure all funds are properly accounted for, and the information is recorded in the school's
22 accounting records by the designated personnel. Online fundraising shall not be used on behalf and for
23 the benefit of an outside party.

24 Employees shall not engage in online fundraising in their official capacity as district employees nor
25 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another
26 to believe such activity is an approved school fundraiser.

27 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

28 On approval of the principal, an employee may be authorized to raise and use funds for the following
29 noneducational purposes:

- 30 1. Bereavement support;
31
- 32 2. Award recognition;
33
- 34 3. Employee morale;
35
- 36 4. Banquets; or
37
- 38 5. Other situations at the principal's discretion.

- 1 These funds shall be derived from vending machine revenue, donations, or charitable organizations.
- 2 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
- 3 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
- 4 procedures are consistent with board policy and state law and disseminate them to all employees.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Accounting System</h2>	Descriptor Code: <h3 style="text-align: center;">2.700</h3>	Issued Date: <h3 style="text-align: center;">11/04/19</h3>
		Rescinds: <h3 style="text-align: center;">2.700</h3>	Issued: <h3 style="text-align: center;">08/07/17</h3>

1 *Central Office*

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

5 *Individual Schools*

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

Legal References

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

Cross References

- Petty Cash Accounts 2.801
 Student Activity Funds Management 2.900

Hickman County Board of Education

	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 11/04/19
		Rescinds: 2.701	Issued: 04/01/99

1 FINANCIAL REPORTS

2 *Central Office*

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

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

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

10 *Individual Schools*

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

14 FINANCIAL RECORDS

15 *General*

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

Legal References

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

Cross References

- School District Records 1.407
Food Service Management 3.500

Hickman County Board of Education

	Descriptor Term: Inventories	Descriptor Code: 2.702	Issued Date: 11/04/19
		Rescinds: 2.702	Issued: 04/01/19

1 *General*

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

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

11 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS²**

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

Legal References

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

Cross References

- Surplus Property Sales 2.403
Security 3.205
Equipment & Supplies Management 3.300

* As defined by Tennessee Department of General Services

Hickman County Board of Education

	Descriptor Term: Audits	Descriptor Code: 2.703	Issued Date: 11/04/19
		Rescinds: 2.703	Issued: 08/07/17

1 *General*

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

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

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

9 **AUDIT FINDINGS³**

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

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

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

Legal References

1. TCA 49-2-112; TCA 49-2-110(a)
2. TRR/MS 0520-01-02-.13(3)(d)
3. TCA 9-3-407

Cross References

- Fundraising Activities 2.601
Student Activity Funds Management 2.900

Hickman County Board of Education			
	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: 11/04/19
		Rescinds: 2.800	Issued: 08/07/17

1 *Central Office*

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

9 *Individual Schools*

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

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

Legal References

1. 2 C.F.R. § 200.403
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-23
3. *Tennessee Internal School Uniform Accounting Policy Manual Section 5-11*

Hickman County Board of Education

	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 11/04/19
		Rescinds: 2.802	Issued: 04/01/19

1 *Central Office*

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

4 Payroll procedures shall be as follows:

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

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

12 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.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: 11/04/19
		Rescinds: 2.803	Issued: 04/01/19

1 *Central Office*

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

Cross Reference:

Insurance Management 3.600

Hickman County Board of Education

	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 11/04/19
		Rescinds: 2.804	Issued: 05/06/19

1 *Central Office*

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

3 **SCHOOL PERSONNEL**

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

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

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

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

13 **BOARD MEMBERS**

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

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

Legal References

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

1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name BASEBALL

Proposed fundraising activities: ONLINE POPCORN AND LOLLYPOP

SALES

Purposed Uses of funds raised
EQUIPMENT, APPAREL, BATTING GLOVES, ETC.

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

BASEBALL PLAYERS

Method by which school will receive profit CASH/CHEQUE

Requested by Preston Hall / HC Baseball Date 1/5/22
Name/Title PL

Approved by Bryan Amighi Date _____
Principal

Approved by Michelle Shewert Date 1/13/22
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 HCMS Library

Proposed fundraising activities: Scholastic Book Fair

Feb. 24 to March 4, 2022

Purposed Uses of funds raised

Resources for library

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

School-wide

Method by which school will receive profit Cash/check

Requested by Kathy Brown Date 1/20/22

Name/Title
Library Media Specialist

Approved by Tina S. Higgins Date 1-24-22

Principal

Approved by Michelle Hivert Date 1/26/22

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.

AMY BRYANT
6699 S. Lick Creek Rd., Lyles, TN 37096

RONALD GANNONS
8419 Rice Ln., Lyles, TN 37096

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

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



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

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

STEVE GIANAKOS
8782 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2888 Hwy 48 N., Nunnally, TN 37137

**School Support Organization
Request For Fundraising Activities**

EHHS

Organization *Baseball Booster*

Proposed Fundraising Activity *Boston Butts*

Date(s) *Feb. 13th*

Location(s) *Pick up EHHS parking lot*

Requested By *Kenny Jennette* *1-18-22*
President/Chair of Organization Date

Recommended By *Kimberly Owens* *1/11/22*
Principal Date

Approved *Michelle Gilbert* *1/11/22*
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Softball

Account Number _____

Proposed fundraising activities: Fan cloth

Purposed Uses of funds raised: We will use the money to pay for equipment and umpires.

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

Softball players will sell to students, family , friends and community.

Method by which school will receive profit: check from the profits

Requested by: Todd Collins/ Leanna McCaleb
Name/Title

1-5-22
Date

Approved by: *Kimberly Williams*
Principal

1-11-22
Date

Approved by: *Michelle Hewitt*
Director of Schools*

1/11/22
Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHS Baseball

Account Number 608

Proposed fundraising activities: Business Sign Sponsorship

Purposed Uses of funds raised: go for field maintance, seed, Fertilizer, Dirt, Baseballs and umpires

Expected Student involvement (school-wide or specific school organization): We are asking Businesses in the Community for sign sponsorship that will be put on the outfield fence for their advertisement.

Method by which school will receive profit: Cash, Checks

Requested by: Rag Ragan Baseball Coach
Name/Title

1/20/22
Date

Approved by: Kimberly Williams
Principal

1/22/22
Date

Approved by: Michelle Helvert
Director of Schools*

1/25/22
Date

* The Director of Schools must approve all fundraising activities that involve the participation

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name General Fund

Proposed fundraising activities: Sell Concessions @ Fantastic Friday Events

Purposed Uses of funds raised to increase general fund + put into class funds.

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

Method by which school will receive profit Concession

Requested by Julie Rice Date 1-14-22
Name/Title

Approved by Bekky Maloney Date 1-14-22
Principal

Approved by Michelle Hewitt Date 1/18/22
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.

* items sold during school day must meet guidelines for nutrition

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name General Fund

Proposed fundraising activities: Sell Bulldog Sponsor Car
decals.

Purposed Uses of funds raised To fund classes for
graduation expenses.

Expected student involvement (school-wide or specific school organization) @ this point - just teachers will sell them

Method by which school will receive profit Car decals

Requested by Julie Rice /of principal Date 1.14.22
Name/Title

Approved by Becky Maluz Date 1.14.22
Principal

Approved by Michelle Hiver Date 1/18/22
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 Book Club

Proposed fundraising activities: Sell Balloons & stuffed animals for Valentines Day

Purposed Uses of funds raised Buy Books & Cards

Expected student involvement (school-wide or specific school organization) ~~30 students~~ HCHS

Method by which school will receive profit Sell ~~by~~ balloons

Requested by K. Carter Date 1/12/22
Name/Title

Approved by Betty Malone Date 1/14/22
Principal

Approved by Michelle Hivent Date 1/18/22
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.

AMY BRYANT
9599 S. Lick Creek Rd., Lyles, TN 37098

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



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

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

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

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

**School Support Organization
Request For Fundraising Activities**

Organization Above The Run

Proposed Fundraising Activity Christmas Basketball Tournament

Date(s) December 28, 29, 30 2021

Location(s) J.E. Sisco Memorial Gym Halls

Requested By Joseph C. Hunt 12-9-21
President/Chair of Organization Date

Recommended By Julie Rice 12-10-21
Principal Date

Approved Michelle Gilbert 12/10/21
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 803 Student Council

Proposed fundraising activities: winter Formal (Ticket Sales)

Purposed Uses of funds raised Pay for Senior Class expenses

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

Method by which school will receive profit ticket sales, (cash, check)

Requested by *Sam Riley* 16 USA STUCO Date 12/1/2021
Name/Title Sponsor

Approved by *Juie Rice* Date 12-1-2021
Principal

Approved by *Michelle Silver* Date 12/7/2021
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 TN Strong / STAR TEENS

Proposed fundraising activities: _____
shirt / sweatshirt sales

Purposed Uses of funds raised

Cords & Activities for TN Strong

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

Method by which school will receive profit Candle sale

Requested by Jennifer Cooper / Sponsor Date 1/10/22
Name/Title

Approved by [Signature] Date 1/10/22
Principal

Approved by Michelle Hebert Date 1/12/22
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 FTA

Proposed fundraising activities: Candle Sale

Purposed Uses of funds raised

Cords & Activities for FTA

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

FTA members

Method by which school will receive profit Candle sale

Requested by Jennifer Cooper / Sponsor Date 1/10/22
Name/Title

Approved by Janelice Date 1/10/22
Principal

Approved by Michelle Silver Date 1/12/22
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 Soccer

Proposed fundraising activities: Fan Clbtr (Store - Online)

Purposed Uses of funds raised Boys Soccer

Expected student involvement (school-wide or specific school organization) Online Store (parents / players)

Method by which school will receive profit check

Requested by ISG Riley M. Kelly Date 1/26/2022
Name/Title

Approved by Julie Nix Date 1-26-22
Principal

Approved by Michelle Hebert Date 1/28/22
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 STULO

Proposed fundraising activities: Candy Grams

Purposed Uses of funds raised Support School Activities
(graduation, class, etc)

Expected student involvement (school-wide or specific school organization) ~~State~~
Sponsor sells candy grams, students distribute

Method by which school will receive profit Collection of sales.

Requested by Mary Riley 156 Riley Date 1/26/2022
Name/Title

Approved by [Signature] Date 1.26.22
Principal

Approved by Michelle Helvert Date 1/28/22
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.

please make sure policies for nutrition are followed.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Pride and Spirit Club

Proposed fundraising activities: Say Yes to the Prom Dress!
Collect donated prom dresses and sell them to our students
at an affordable price (\$20.00 - \$30.00)

Purposed Uses of funds raised
Money raised will be donated back to HCHS and used in
a way to enhance our school. (Urns to hold flowers for
graduation are a past purchase.)

Expected student involvement (school-wide or specific school organization) School-wide
Students can sign up to come shop during the school day.

Method by which school will receive profit Money will be deposited into
the club's account and then used in various ways to enhance HCHS.

Requested by Lucindi Johnston History teacher/
club sponsor Date 1/28/2022
Name/Title

Approved by Julie Rice Date 1-28/22
Principal

Approved by Michelle Gilbert Date 1/28/22
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Valentine candy/drink sales

Purposed Uses of funds raised Teacher Appreciation Week

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

Method by which school will receive profit Cash

Requested by Beth Copley Date 2/2/22
Name/Title

Approved by Anna S. Huggins Date 2-2-22
Principal

Approved by Michelle Hewitt Date 2/7/22
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 Basketball

Proposed fundraising activities: Summer Team Camp

~~7/2~~ Possible Dates June W-N, 17-18, or 24-25

Purposed Uses of funds raised

Uniforms, basketballs, amt + care, slinky shirts

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

Basketball Teams

Method by which school will receive profit Gate & Concessions

Requested by Zach Bentley/Coach Date 2-1-22
Name/Title

Approved by Ima S. Hugie Date 2-2-22
Principal

Approved by Michelle Hivent Date 2/7/22
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.