

**HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING (Cancelled)---January 21, 2025**

The Hickman county Board of Education met on January 21, 2025, at 6:30 PM in Central Office - Room 203.

- I. Call To Order
- II. Public Comment  
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Agenda for January 21, 2025
- VI. Regular Meeting Minutes for December 9, 2024
- VII. Special Recognition
  - A. Employee of the Month
  - B. Athletic Recognition
    - 1. EHMS Girls Cross Country
  - C. HCHS JROTC Precision Air Rifle Team
- VIII. Consent Agenda Items
  - A. Board Chair's Report
    - 1. Chair's Countersigned Warrants
  - B. Director's Report
  - C. Financial Report
  - D. ESSER Updates
  - E. Director's Monthly Attendance Report
  - F. OPEB Quarterly Report
- IX. Information
  - A. Raptor Update

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING (Cancelled)---January 21, 2025

- X. Items Requiring Board Action
  - A. Trip Request
    - 1. HCHS JROTC
  - B. Budget Amendments
  - C. Board Policies
    - 1. Revised Board Policies 4.600, 4.603, 5.118 (1st Reading)
    - 2. Revised Board Policy 5.116 (2nd Reading)
    - 3. Board Policies Review 5.200--5.305
- XI. Discussion
  - A. Proposed/Draft Policy 3.218.2
- XII. Announcements
  - A. Regular Board Meeting for February 3, 2025
  - B. Propose date/time for Board Retreat
- XIII. Closing Comments
  - A. Legislative Representatives
  - B. Board Chair, Board Members, Student Representatives and Director of Schools
- XIV. Adjourn

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

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

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

**TABITHA CUDE**  
4141 Lewis Rd., Centerville, TN 37033



**John Mullins**  
Superintendent of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

**SHERRI BAKER**  
9037 E 40 Rd., Bon Aqua, TN 37025

**JANE HERRON**  
PO Box 13, Nunnally, TN 37137

The Hickman County Board of Education will meet in regular session on Tuesday, January 21, 2025 at 6:30 p.m. in Room 203 of the Central Office Complex. **The regular scheduled meeting for January 13, 2025 was rescheduled due to inclement weather.**

- I. Call to Order
- II. Public Comment  
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign-up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Agenda for January 13, 2025
- VI. Regular Meeting Minutes for December 9, 2024
- VII. Special Recognition
  - A. Employee of the Month—Sherri Baker
  - B. Athletic Recognition
    1. EHMS Girls Cross Country—Pippa Taylor
  - C. HCHS JROTC Precision Air Rifle—Jane Herron
- VIII. Consent Agenda Items
  - A. Board Chair's Report
    1. Chair's Countersigned Warrants
  - B. Director's Report
  - C. Financial Report
  - D. ESSER Updates
  - E. Director's Monthly Attendance Report
  - F. OPEB Quarterly Report
- IX. Information
  - A. Raptor Update—Becky Malugin, Safety Coordinator
- X. Items Requiring Board Action
  - A. Trip Request
    1. HCHS JROTC—Instructor and Cadets
  - B. Budget Amendments—Business Officer
  - C. Board Policies
    1. Revised Board Policy 4.600, 4.603, 5.118 (1<sup>st</sup> Reading)—Misty Shelton
    2. Revised Board Policy 5.116 (2<sup>nd</sup> Reading)—Misty Shelton
    3. Board Policy Review 5.200—5.305 —Misty Shelton
- XI. Discussion

- A. Proposed/Draft Policy 3.218.2—Director of Schools
- XII. Announcements
  - A. Regular Board Meeting for February 3, 2025—Board Chair
  - B. Propose date/time for Board Retreat
- XIII. Closing Comments
  - A. Legislative Representatives
  - B. Board Chair, Board Members, Student Representatives and Director of Schools
- XIV. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---December 9, 2024

The Hickman county Board of Education met on December 9, 2024, at 6:30 PM in Central Office - Room 203.

**Present:** Sherri Baker, Tabitha Cude, Jane Herron, Doug Lane, Christy Mays, Pippa Taylor, **Absent:** Tim Hobbs.

I. Call To Order

II. Public Comment

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

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for December 9, 2024

XF. Approve to Amend Hard to Staff Pay Scale addition.

Motion made by Sherri Baker.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

Motion to approve the the December 9, 2024 agenda.

Motion made by Christy Mays.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VI. Regular Meeting Minutes for November 4, 2024

Motion to approve the the Regular Meeting Minutes for November 4, 2024.

Motion made by Tabitha Cude.

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---December 9, 2024

Motion seconded by Sherri Baker.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VII. Special Recognition

A. Appreciation Award

B. Employee of the Month

VIII. Presentation

Proposing that the CTE students (carpentry/art teachers) create the tribute in order to honor those that served our country in Hickman County. The superintendent will make contact after speaking to the teachers/principals.

IX. Consent Agenda Items

Motion to approve the consent agenda.

Motion made by Sherri Baker.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report

F. Family Resource Centers Mid-Year Reports

X. Items Requiring Board Action

A. Trip Request

1. EHHS Senior Class

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---December 9, 2024

Motion to approve the EHHS Senior Class trip to Hollywood by bus on 5/15/25 in Santa Claus, Indiana. 48 students have signed up for this trip. This is a senior day trip. Students have completed fundraising.

Motion made by Jane Herron.

Motion seconded by Doug Lane.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

2. EHHS FCCLA

EHHS FCCLA have 4 trips. Sullivan University, Feb 6,7; Cooking Contest, Huntsville, AL; JR Chef Competition, Antioch; FCCLA State Competition.

Motion to approve the trip.

Motion made by Doug Lane.

Motion seconded by Christy Mays.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

B. Budget Amendments

Motion to approve the Budget amendments listed in 17 (tracking expenditures in general fund), 18 (ISM in general fund), 19 ( budgeting these fund \$2100 in CTE Perkins Grant), 20 (ATSI had a placeholder budget and it has now been reversed out).

Motion made by Tabitha Cude.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---December 9, 2024

C. Board Policies

1. Revised Board Policy 5.116 (1st Reading)

Motion to approve Revised Board Policy 5.116 (1st Reading).

Motion made by Sherri Baker.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

2. Revised Board Policy 1.200 (2nd Reading)

Motion to approve Revised Board Policy 1.200 (2nd Reading).

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

3. Board Policies Review 1.806, 5.111--5.119

1.806 page 2, line 7 there are changes recommended - this will be pulled for 1st reading until it is sent to interested parties from the board. This has been sent to TSBA and no concern was stated from TSBA

Motion to approve Board Policies Review 5.111--5.119.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

Pull 1.806 from this review.

Motion made by Sherri Baker.

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---December 9, 2024

Motion seconded by Doug Lane.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

D. Approve Audit Contract for FY 2024-2025

Motion to Approve Audit Contract for FY 2024-2025.

Motion made by Jane Herron.

Motion seconded by Sherri Baker.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

E. Approve Revised Discipline Hearing Authority 2024-2025

2 Additions:

Dr. Ashley Totty, Special Programs

Kristin Dunn, EHMS

Motion to Approve Revised Discipline Hearing Authority 2024-2025.

Motion made by Sherri Baker.

Motion seconded by Doug Lane.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

XI. Discussion of Proposed/Draft Policy 3.218.2

Hobbs, Herron, Mays completed research in terms of Policy 3.218.2. Franklin Special School District. 8 Schools, 8 Dogs. They began with one dog. The school district owns the dogs and the district is responsible for all the dogs. The dogs have a handler and the dogs go home with the handler at night. It takes 1.5 years to train a dog. The handler and back up handler

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---December 9, 2024

attend training as well. FSSD does not have a policy. The Director of Schools maintains this program.

The HC director reached out to the attorney and the attorney stated that districts don't have policies. Director Mullins will call Director Snowden about cost and other details. Expedite the guidelines and process, perhaps starting with 1 dog on each side of the county.

XII. Announcements

A. Regular Board Meeting for January 13, 2025

It would be good for the Board to get together for some work sessions in the new year. Plan on January 13th to schedule some dates for these work sessions. Strategic plan needs to be looked at as well.

XIII. Closing Comments

A. Legislative Representatives

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

XIV. Adjourn

Motion to adjourn the meeting.

Motion made by Christy Mays.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

Information from Coach Amy Matney –

The East Hickman Middle School girls cross country team ran and had three young ladies earn medals at the TMSAA State Championship race on October 5th.

These girls placed 2nd, 3rd, and 5th in the state.

As a team, they placed 5th in the state.

These young ladies are not only exceptional athletes, they are good humans and top academic students.

Evane Tidwell - 2nd place

Cassidy Barnhill - 3rd place

Dakota Grover - 5th place



Hickman County Schools Board Agenda Item Request

Date: 1/6/2025

Name of School: HCHS

Item Request: Recognize Precision Air Rifle Team

Explanation:  
The JROTC Precision Air Rifle Team placed  
1st place in the JROTC Air Rifle State Championship.

Cadet Charles Riley is the #1 precision shooter  
in the state and #1 male shooter.

Cadet Emma Brashers is the #1 female shooter in the  
state and the #2 shooter in the state.

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

Yannick Riley First Sergeant

Signature of Building Principal:

Robyn Emerson

John Mullins  
1-8-25

Bank Name                      Bank Number  
 Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000399	Juracich, Kimberly D.	8604	12/05/2024	143- -11140	\$37.15
43000400	Gordon Food Service, Inc.	2488	12/05/2024	143- -11140	\$121,918.03
43000401	Matrix Mechanical Solutions, LLC	7974	12/05/2024	143- -11140	\$3,480.04
43000402	Murfreesboro Pure Milk Co, Inc.	7552	12/05/2024	143- -11140	\$1,896.80
43000403	Optimus Pest Solutions	47	12/05/2024	143- -11140	\$240.00
43000404	Pepsi Cola	6726	12/05/2024	143- -11140	\$1,789.83
43000405	Prairie Farms Dairy	18	12/05/2024	143- -11140	\$16,350.92
43000406	Rj Young Company	4691	12/05/2024	143- -11140	\$331.37
43000407	DuCharme, Sharon	8603	12/05/2024	143- -11140	\$37.15
43000408	Town Of Centerville	5315	12/05/2024	143- -11140	\$128.38
<b>143 Total:</b>					\$146,209.67
<b>Bank Total:</b>					\$146,209.67
<b>Bank Payment Count:</b>					10

<u>Bank Name</u>		<u>Bank Number</u>					
Federal		142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>	
42000616	Rj Young Company	4691	12/05/2024	142-010-11140		\$250.00	
<b>142-010 Total:</b>						\$250.00	
42000610	Amazon	727	12/05/2024	142-101-11140		\$402.16	
42000616	Rj Young Company	4691	12/05/2024	142-101-11140		\$186.41	
<b>142-101 Total:</b>						\$588.57	
42000610	Amazon	727	12/05/2024	142-801-11140		\$835.09	
42000611	American Assoc. of Family & Consumer Science	8233	12/05/2024	142-801-11140		\$600.00	
42000612	Apple, Inc.	774	12/05/2024	142-801-11140		\$958.00	
42000614	National Restaurant Association Solutions LLC	6331	12/05/2024	142-801-11140		\$759.82	
<b>142-801 Total:</b>						\$3,152.91	
42000615	NCS Pearson Inc.	4359	12/05/2024	142-901-11140		\$121.40	
<b>142-901 Total:</b>						\$121.40	
42000613	Hickman Co Board Of Ed.	2734	12/05/2024	142-933-11140		\$3,008.00	
<b>142-933 Total:</b>						\$3,008.00	
<b>Bank Total:</b>						\$7,120.88	
<b>Bank Payment Count:</b>						7	

<u>Bank Name</u>		<u>Bank Number</u>					<u>Amount</u>
General Purpose		141					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>			
41002173	Huffines, James A.	7826	12/05/2024	141-	-11140	\$3,210.20	
41002174	Amazon	727	12/05/2024	141-	-11140	\$4,374.38	
41002175	Bates, Michelle	889	12/05/2024	141-	-11140	\$308.20	
41002176	Bennett & DeCamp PLLC	8071	12/05/2024	141-	-11140	\$473.00	
41002177	Bluegrass Computer Systems,LLC	1030	12/05/2024	141-	-11140	\$2,508.00	
41002178	Bon Aqua Lyles Utility Distric	851	12/05/2024	141-	-11140	\$8,229.31	
41002179	Cross, Emily	1744	12/05/2024	141-	-11140	\$117.92	
41002180	Duley, L.C.S.W., Joe	1814	12/05/2024	141-	-11140	\$2,177.50	
41002181	ENA Services, LLC	2141	12/05/2024	141-	-11140	\$591.00	
41002182	Estes, Kimberly	8197	12/05/2024	141-	-11140	\$917.20	
41002183	Everon FKA ADT Commercial	7196	12/05/2024	141-	-11140	\$6,652.80	
41002184	Fisher, Jonathan Alan	2351	12/05/2024	141-	-11140	\$1,834.40	
41002185	Four Seasons Outdoors & Sports	2334	12/05/2024	141-	-11140	\$2,400.00	
41002186	Furkins, Andrea	7830	12/05/2024	141-	-11140	\$917.20	
41002187	Gordon, Wendell	2484	12/05/2024	141-	-11140	\$5,961.80	
41002188	Green, Ben	2652	12/05/2024	141-	-11140	\$2,751.60	
41002189	Hickman Co Solid Waste Man.	2746	12/05/2024	141-	-11140	\$60.00	
41002190	Hobbs, Tucker	3046	12/05/2024	141-	-11140	\$802.55	
41002191	Horner, Maya T.	6824	12/05/2024	141-	-11140	\$4,586.00	
41002192	King, David	3442	12/05/2024	141-	-11140	\$1,834.40	
41002193	Lumen/Centurylink	4577	12/05/2024	141-	-11140	\$291.92	
41002194	Wilson, Bret M.	8602	12/05/2024	141-	-11140	\$687.90	
41002195	Matrix Mechanical Solutions, LLC	7974	12/05/2024	141-	-11140	\$20,120.19	
41002196	Meriwether Lewis Electric Coop.	3694	12/05/2024	141-	-11140	\$39,885.37	
41002197	Nihoff, Heather	7548	12/05/2024	141-	-11140	\$2,293.00	
41002198	Optimus Pest Solutions	47	12/05/2024	141-	-11140	\$750.00	
41002199	Owens, Lora	8196	12/05/2024	141-	-11140	\$917.20	
41002200	Quality Tire & Service, LLC	7433	12/05/2024	141-	-11140	\$1,997.20	
41002201	Quill, LLC	4574	12/05/2024	141-	-11140	\$118.72	
41002202	Republic Service, LLC #840	4739	12/05/2024	141-	-11140	\$2,950.92	
41002203	Rietveid, Stephanie	993	12/05/2024	141-	-11140	\$1,500.00	
41002204	Rj Young Company	4691	12/05/2024	141-	-11140	\$4,318.83	
41002205	Roman A/V, LLC.	7045	12/05/2024	141-	-11140	\$15,757.00	
41002206	Barnhill, Samantha	8601	12/05/2024	141-	-11140	\$1,146.50	
41002207	Skyward Accounting Dept	5111	12/05/2024	141-	-11140	\$8,331.96	
41002208	Smith, Kelvin J. II	5270	12/05/2024	141-	-11140	\$1,605.10	
41002209	Soliant Health, LLC	8569	12/05/2024	141-	-11140	\$855.75	
41002210	Tanner, Jennifer	7235	12/05/2024	141-	-11140	\$1,834.40	
41002211	Town Of Centerville	5315	12/05/2024	141-	-11140	\$1,290.39	
41002212	United Rentals, Inc.	5767	12/05/2024	141-	-11140	\$3,633.32	
41002213	Walmart	5868	12/05/2024	141-	-11140	\$68.49	
41002214	Water Authority Of Dickson Co.	5874	12/05/2024	141-	-11140	\$5,604.03	
41002215	Whitaker, Wesley	7554	12/05/2024	141-	-11140	\$343.04	

Date/Time: 12/5/2024 12:12 PM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 2 of 2

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41002216	Bishop, William	8494	12/05/2024	141-	-11140
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\$2,751.60

**141 Total:** \$169,760.29

**Bank Total:** \$169,760.29

**Bank Payment Count:** 44

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000609	County Of Hickman Misc Acct	1633	11/26/2024	142-901-11140	\$167.48
<b>142-901 Total:</b>					\$167.48
<b>Bank Total:</b>					\$167.48
<b>Bank Payment Count:</b>					1

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000398	Volco	5841	11/25/2024	143- -11140	\$1,228.60
<b>143 Total:</b>					\$1,228.60
<b>Bank Total:</b>					\$1,228.60
<b>Bank Payment Count:</b>					1

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002171	County Of Hickman Misc Acct	1633	11/26/2024	141- -11140	\$58,140.69
41002172	Hickman Co Trustee	2722	11/26/2024	141- -11140	\$1,714.90
<b>141 Total:</b>					<u>\$59,855.59</u>
<b>Bank Total:</b>					\$59,855.59
<b>Bank Payment Count:</b>					2

**Bank Name**                      **Bank Number**  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002218	A Dirty Job	665	12/09/2024	141- -11140	\$2,100.00
41002219	Ace Hardware	635	12/09/2024	141- -11140	\$157.34
41002220	Amazon	727	12/09/2024	141- -11140	\$175.19
41002221	Brewer Chemicals & Equip, LLC	861	12/09/2024	141- -11140	\$420.00
41002222	Central States Bus Sales, Inc.	1326	12/09/2024	141- -11140	\$4,164.07
41002223	County Of Hickman Misc Acct	1633	12/09/2024	141- -11140	\$230,280.27
41002224	Evans, Meghan	987	12/09/2024	141- -11140	\$203.68
41002225	FaciliServe, Inc.	1394	12/09/2024	141- -11140	\$465.00
41002226	Fast Pace Medical Clinic PLL	2410	12/09/2024	141- -11140	\$65.00
41002227	Gilbert Electrical Service	2456	12/09/2024	141- -11140	\$225.00
41002228	Grainger	3491	12/09/2024	141- -11140	\$48.08
41002229	Gross, Debbie	2675	12/09/2024	141- -11140	\$97.49
41002230	Harvill, Nancy	2758	12/09/2024	141- -11140	\$4,270.00
41002231	Hibbs, Polly	3038	12/09/2024	141- -11140	\$16.08
41002232	Hickman County Trustee	2937	12/09/2024	141- -11140	\$4,515.25
41002233	Hicks, Randal K.	3096	12/09/2024	141- -11140	\$275.15
41002234	Lumber Yard, The	3652	12/09/2024	141- -11140	\$1,746.57
41002235	Mid-South Bus Center, Inc	3706	12/09/2024	141- -11140	\$6,444.38
41002236	Napa Auto Parts	4125	12/09/2024	141- -11140	\$218.52
41002237	Nashville State Community College	8069	12/09/2024	141- -11140	\$4,522.15
41002238	O'Reilly Auto Parts	4265	12/09/2024	141- -11140	\$2,077.44
41002239	Oriental Trading Co., Inc.	6258	12/09/2024	141- -11140	\$449.89
41002240	Primm Transmission	4342	12/09/2024	141- -11140	\$5,540.00
41002241	Prince Hardware, LLC	4321	12/09/2024	141- -11140	\$1,591.94
41002242	Quill, LLC	4574	12/09/2024	141- -11140	\$292.99
41002243	Southern Rock Restaurant, LLC	7603	12/09/2024	141- -11140	\$149.85
41002244	SSC Service Solutions Compass Group USA, Inc.	4832	12/09/2024	141- -11140	\$61,839.56
41002245	State Disbursement Unit	8524	12/09/2024	141- -11140	\$319.00
41002246	Herrera, Tammy	8538	12/09/2024	141- -11140	\$42.88
41002247	Tennessee B&E Unit	144	12/09/2024	141- -11140	\$832.00
41002248	Tidwell, Billy Jean	8561	12/09/2024	141- -11140	\$1,000.00
41002249	Town Of Centerville	5315	12/09/2024	141- -11140	\$10,077.39
41002250	Unifirst Corp.	5758	12/09/2024	141- -11140	\$488.55

**141 Total:**                      \$345,110.71

**Bank Total:**                      \$345,110.71

**Bank Payment Count:**                      33

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-010-11140	\$385.38
42000619	Mayberry, Kimberly D.	4108	12/09/2024	142-010-11140	\$186.92
<b>142-010 Total:</b>					\$572.30
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-101-11140	\$2,535.84
<b>142-101 Total:</b>					\$2,535.84
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-170-11140	\$352.87
<b>142-170 Total:</b>					\$352.87
42000617	Amazon	727	12/09/2024	142-201-11140	\$2,996.32
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-201-11140	\$290.03
<b>142-201 Total:</b>					\$3,286.35
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-901-11140	\$963.37
42000620	Wilson, Anita	7954	12/09/2024	142-901-11140	\$1,072.00
<b>142-901 Total:</b>					\$2,035.37
42000621	Worthington Direct Holdings, Inc.	6043	12/09/2024	142-933-11140	\$51,297.79
<b>142-933 Total:</b>					\$51,297.79
<b>Bank Total:</b>					\$60,080.52
<b>Bank Payment Count:</b>					5

Hickman County Finance  
Payment Register By Account Control

Bank Name                      Bank Number  
Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000409	AT & T	7542	12/09/2024	143- -11140	\$169.91
43000410	County Of Hickman Misc Acct	1633	12/09/2024	143- -11140	\$9,793.05
<b>143 Total:</b>					<u>\$9,962.96</u>
<b>Bank Total:</b>					<u>\$9,962.96</u>
<b>Bank Payment Count:</b>					2

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002217	Southern Rock Restaurant, LLC	7603	12/09/2024	141- -11140	\$140.58
<b>141 Total:</b>					\$140.58
<b>Bank Total:</b>					\$140.58
<b>Bank Payment Count:</b>					1

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002251	Soll's Refrigeration & Appliance Service, Inc.	5239	12/10/2024	141- -11140	\$1,499.99

**141 Total:** \$1,499.99

**Bank Total:** \$1,499.99

**Bank Payment Count:** 1

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002252	King, Evan	8631	12/11/2024	141- -11140	\$3,210.20
<b>141 Total:</b>					\$3,210.20
<b>Bank Total:</b>					\$3,210.20
<b>Bank Payment Count:</b>					1

Bank Name                      Bank Number  
Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000411	Burns, Sharon	1057	12/12/2024	143- -11140	\$247.90
43000412	Prince Hardware, LLC	4321	12/12/2024	143- -11140	\$295.47
43000413	Smith, Travis	8636	12/12/2024	143- -11140	\$426.83
43000414	Volco	5841	12/12/2024	143- -11140	\$2,586.12
<b>143 Total:</b>					<u>\$3,556.32</u>
<b>Bank Total:</b>					<u>\$3,556.32</u>
<b>Bank Payment Count:</b>					4

<u>Bank Name</u>	<u>Bank Number</u>					
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>
42000623	American Fidelity Assurance Co	636	12/12/2024	142-010-11140		\$145.14
42000626	Dean, Elaine	6225	12/12/2024	142-010-11140		\$142.84
42000627	Hickman Co Trustee	2722	12/12/2024	142-010-11140		\$103.40
					<b>142-010 Total:</b>	\$391.38
42000623	American Fidelity Assurance Co	636	12/12/2024	142-101-11140		\$857.62
42000627	Hickman Co Trustee	2722	12/12/2024	142-101-11140		\$973.73
42000628	Moby Max, LLC	4041	12/12/2024	142-101-11140		\$4,495.00
					<b>142-101 Total:</b>	\$6,326.35
42000627	Hickman Co Trustee	2722	12/12/2024	142-170-11140		\$39.50
					<b>142-170 Total:</b>	\$39.50
42000623	American Fidelity Assurance Co	636	12/12/2024	142-201-11140		\$118.80
42000624	Bennett & DeCamp PLLC	8071	12/12/2024	142-201-11140		\$2,910.06
42000627	Hickman Co Trustee	2722	12/12/2024	142-201-11140		\$103.40
42000631	Tennessee School Resource Officer Assoc.	8571	12/12/2024	142-201-11140		\$225.00
					<b>142-201 Total:</b>	\$3,357.26
42000623	American Fidelity Assurance Co	636	12/12/2024	142-801-11140		\$29.88
42000625	Carolina Biological Supply Co.	1330	12/12/2024	142-801-11140		\$177.42
42000627	Hickman Co Trustee	2722	12/12/2024	142-801-11140		\$39.50
42000629	Paxton Patterson	8235	12/12/2024	142-801-11140		\$440.20
					<b>142-801 Total:</b>	\$687.00
42000622	American Fidelity Assurance	637	12/12/2024	142-901-11140		\$150.00
42000623	American Fidelity Assurance Co	636	12/12/2024	142-901-11140		\$1,133.57
42000627	Hickman Co Trustee	2722	12/12/2024	142-901-11140		\$1,253.50
42000630	Postmaster	4334	12/12/2024	142-901-11140		\$465.00
					<b>142-901 Total:</b>	\$3,002.07
42000632	Trane U.S. Inc	5383	12/12/2024	142-933-11140		\$48,101.70
					<b>142-933 Total:</b>	\$48,101.70
					<b>Bank Total:</b>	\$61,905.26
					<b>Bank Payment Count:</b>	11

Hickman County Finance  
 Payment Register By Account Control

<u>Bank Name</u>		<u>Bank Number</u>				
General Purpose		141				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>
41002253	Reed, Alexis	8633	12/12/2024	141- -11140		\$1,375.80
41002254	Amazon	727	12/12/2024	141- -11140		\$5,211.62
41002255	American Fidelity Administrative Services, LLC	802	12/12/2024	141- -11140		\$555.90
41002256	American Fidelity Assurance	637	12/12/2024	141- -11140		\$13,792.35
41002257	American Fidelity Assurance Co	636	12/12/2024	141- -11140		\$76,193.94
41002258	American Fidelity Assurance Co	652	12/12/2024	141- -11140		\$7,087.40
41002259	AT & T	7542	12/12/2024	141- -11140		\$989.05
41002260	Bruhn & Bruhn Fire Protection, Inc.	885	12/12/2024	141- -11140		\$880.00
41002261	County Of Hickman Misc Acct	1633	12/12/2024	141- -11140		\$7,864.58
41002262	Hickman Co Trustee	2722	12/12/2024	141- -11140		\$244,173.68
41002263	Jenkins, Michelle OTR/L	7423	12/12/2024	141- -11140		\$72.36
41002264	Bailey, Louie	8452	12/12/2024	141- -11140		\$1,375.80
41002265	Main Street Emporium	7541	12/12/2024	141- -11140		\$54.75
41002266	Rochelle, Mason	8637	12/12/2024	141- -11140		\$397.50
41002267	Sparks, Matthew	8634	12/12/2024	141- -11140		\$3,210.20
41002268	Monica Ogles PT	7756	12/12/2024	141- -11140		\$2,837.20
41002269	Montgomery, Mike	3932	12/12/2024	141- -11140		\$240.90
41002270	Prince Hardware, LLC	4321	12/12/2024	141- -11140		\$699.52
41002271	Quill, LLC	4574	12/12/2024	141- -11140		\$388.66
41002272	Rivers, Tracy L	4644	12/12/2024	141- -11140		\$80.40
41002273	Soliant Health, LLC	8569	12/12/2024	141- -11140		\$2,075.75
41002274	Southern Rock Restaurants	8175	12/12/2024	141- -11140		\$240.00
41002275	State Of Tn Dept Of Labor	4824	12/12/2024	141- -11140		\$180.00
41002276	Stellar Therapy Services, LLC	8260	12/12/2024	141- -11140		\$3,202.50
41002277	The King's Daughter's School	7928	12/12/2024	141- -11140		\$5,000.00
41002278	Overby, Tia	8632	12/12/2024	141- -11140		\$687.90
41002279	UPS	8274	12/12/2024	141- -11140		\$108.75
41002280	Verizon Wireless	5823	12/12/2024	141- -11140		\$68.04
41002281	Visa	8268	12/12/2024	141- -11140		\$38.88
<b>141 Total:</b>						\$379,083.43
<b>Bank Total:</b>						\$379,083.43
<b>Bank Payment Count:</b>						29

Bank Name                      Bank Number  
Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000415	American Fidelity Assurance Co	636	12/18/2024	143- -11140	\$1,131.53
43000416	Ameritas Life Insurance Corp.	7442	12/18/2024	143- -11140	\$64.62
43000417	AT & T	7542	12/18/2024	143- -11140	\$50.85
43000418	Beam Insurance Administrators LLC	7435	12/18/2024	143- -11140	\$311.51
43000419	Hickman Co Trustee	2722	12/18/2024	143- -11140	\$1,408.89
43000420	Hickman County Trustee	2937	12/18/2024	143- -11140	\$17,739.68
43000421	Rj Young Company	4691	12/18/2024	143- -11140	\$994.11
43000422	Tennessee Farmers Life Insurance	5297	12/18/2024	143- -11140	\$25.00
<b>143 Total:</b>					<u>\$21,726.19</u>
<b>Bank Total:</b>					<u>\$21,726.19</u>
<b>Bank Payment Count:</b>					8

Hickman County Finance  
Payment Register By Account Control

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000645	Hickman County Trustee	2937	12/18/2024	142-010-11140	\$3,192.02
42000646	Rj Young Company	4691	12/18/2024	142-010-11140	\$750.00
<b>142-010 Total:</b>					\$3,942.02
42000645	Hickman County Trustee	2937	12/18/2024	142-101-11140	\$11,884.52
42000646	Rj Young Company	4691	12/18/2024	142-101-11140	\$559.23
<b>142-101 Total:</b>					\$12,443.75
42000645	Hickman County Trustee	2937	12/18/2024	142-170-11140	\$1,843.40
<b>142-170 Total:</b>					\$1,843.40
42000645	Hickman County Trustee	2937	12/18/2024	142-201-11140	\$3,328.87
<b>142-201 Total:</b>					\$3,328.87
42000645	Hickman County Trustee	2937	12/18/2024	142-401-11140	\$1,581.04
<b>142-401 Total:</b>					\$1,581.04
42000645	Hickman County Trustee	2937	12/18/2024	142-601-11140	\$861.67
<b>142-601 Total:</b>					\$861.67
42000645	Hickman County Trustee	2937	12/18/2024	142-801-11140	\$262.96
<b>142-801 Total:</b>					\$262.96
42000644	Chapter 13 Trustee	1265	12/18/2024	142-901-11140	\$180.00
42000645	Hickman County Trustee	2937	12/18/2024	142-901-11140	\$11,975.65
42000647	Tennessee Farmers Life Insurance	5297	12/18/2024	142-901-11140	\$30.00
<b>142-901 Total:</b>					\$12,185.65
42000645	Hickman County Trustee	2937	12/18/2024	142-911-11140	\$257.66
<b>142-911 Total:</b>					\$257.66
42000648	Trane U.S. Inc	5383	12/18/2024	142-933-11140	\$6,657.28
<b>142-933 Total:</b>					\$6,657.28
<b>Bank Total:</b>					\$43,364.30
<b>Bank Payment Count:</b>					5

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002282	Amazon	727	12/18/2024	141- -11140	\$79.50
41002283	Anderson, Belinda	8051	12/18/2024	141- -11140	\$245.15
41002284	ASMS, LLC	646	12/18/2024	141- -11140	\$786.00
41002285	AT & T	7542	12/18/2024	141- -11140	\$1,984.20
41002286	Bowman, Amanda	964	12/18/2024	141- -11140	\$259.96
41002287	Breece, Debbie	853	12/18/2024	141- -11140	\$260.63
41002288	Color Id, Llc	1367	12/18/2024	141- -11140	\$353.00
41002289	Dickson Electric System	1806	12/18/2024	141- -11140	\$30,452.31
41002290	Don Kennedy Roofing Co., Inc.	6673	12/18/2024	141- -11140	\$1,482.92
41002291	Gallaher & Associates, Inc.	7285	12/18/2024	141- -11140	\$2,988.74
41002292	Hickman Co Solid Waste Man.	2746	12/18/2024	141- -11140	\$33.00
41002293	Interpreters Unlimited, Inc.	6501	12/18/2024	141- -11140	\$228.75
41002294	Karco Parts	3364	12/18/2024	141- -11140	\$267.99
41002295	Kelsan, Inc.	3379	12/18/2024	141- -11140	\$7,262.45
41002296	King, David	3442	12/18/2024	141- -11140	\$1,834.40
41002297	Anderson, Lynne	8643	12/18/2024	141- -11140	\$38.86
41002298	Matrix Mechanical Solutions, LLC	7974	12/18/2024	141- -11140	\$3,107.85
41002299	McManus, Christy	8120	12/18/2024	141- -11140	\$475.16
41002300	Optimus Pest Solutions	47	12/18/2024	141- -11140	\$750.00
41002301	Pace Analytical National	2230	12/18/2024	141- -11140	\$658.60
41002302	Piney River Waste	8397	12/18/2024	141- -11140	\$550.00
41002303	Plumbmaster, Inc.	4379	12/18/2024	141- -11140	\$1,536.99
41002304	Republic Service, LLC #840	4739	12/18/2024	141- -11140	\$2,945.88
41002305	Sam's Club MC/SYNCB	4828	12/18/2024	141- -11140	\$55.94
41002306	School Mart	4970	12/18/2024	141- -11140	\$8,700.00
41002307	Soliant Health, LLC	8569	12/18/2024	141- -11140	\$978.00
41002308	Redding, Stephanie	8641	12/18/2024	141- -11140	\$36.18
41002309	Town Of Centerville	5315	12/18/2024	141- -11140	\$4,613.54
<b>141 Total:</b>					\$72,966.00
<b>Bank Total:</b>					\$72,966.00
<b>Bank Payment Count:</b>					28

Hickman County Finance  
 Payment Register By Account Control

Bank Name                      Bank Number  
 Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000638	Thomasson, Julia	192	12/18/2024	142-010-11140	\$182.24
<b>142-010 Total:</b>					\$182.24
42000633	Brooks, Barbara	8644	12/18/2024	142-401-11140	\$888.64
42000635	Graham, Deana	8642	12/18/2024	142-401-11140	\$345.22
42000636	Hale, Dereck	8596	12/18/2024	142-401-11140	\$345.22
42000637	James, Mindy	7042	12/18/2024	142-401-11140	\$678.72
42000639	Tidwell, Marissa K.	8500	12/18/2024	142-401-11140	\$1,039.17
42000640	Odom, Elizabeth M.	7671	12/18/2024	142-401-11140	\$971.34
42000641	Plunkett, Tabby	4554	12/18/2024	142-401-11140	\$133.50
42000642	Rogers, Brooke L.	7339	12/18/2024	142-401-11140	\$828.04
42000643	Wilson, Penny	5944	12/18/2024	142-401-11140	\$717.27
<b>142-401 Total:</b>					\$5,947.12
42000634	Byrdseed, LLC	6854	12/18/2024	142-901-11140	\$119.00
<b>142-901 Total:</b>					\$119.00
<b>Bank Total:</b>					\$6,248.36
<b>Bank Payment Count:</b>					11

Hickman County Finance  
Payment Register By Account Control

**Bank Name**                      **Bank Number**  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002310	Avril, Virginia Diane	741	12/18/2024	141- -11140	\$491.44
41002311	Berry, Wanda	874	12/18/2024	141- -11140	\$1,254.12
41002312	Bowen, Linda	1126	12/18/2024	141- -11140	\$1,254.12
41002313	Bowins, Donzella	1186	12/18/2024	141- -11140	\$388.53
41002314	Bridges, Karen Ford	1008	12/18/2024	141- -11140	\$1,254.12
41002315	Cannon, Elizabeth Bowen	6526	12/18/2024	141- -11140	\$1,254.12
41002316	Choate, Anthony	1737	12/18/2024	141- -11140	\$388.53
41002317	Choate, Janie	1313	12/18/2024	141- -11140	\$491.44
41002318	Coleman, Eric	1629	12/18/2024	141- -11140	\$491.44
41002319	Copley, James	1271	12/18/2024	141- -11140	\$1,254.12
41002320	Dotson, Susan	1963	12/18/2024	141- -11140	\$1,254.12
41002321	Durham, Brendlyn	2073	12/18/2024	141- -11140	\$388.53
41002322	Flowers, John David	214	12/18/2024	141- -11140	\$463.53
41002323	Gilmer, Carol	2679	12/18/2024	141- -11140	\$491.44
41002324	Halbrooks, Vickey	3120	12/18/2024	141- -11140	\$491.44
41002325	Hickman Co Trustee	2722	12/18/2024	141- -11140	\$780.00
41002326	Hickman County Trustee	2937	12/18/2024	141- -11140	\$397,696.73
41002327	Lawson, Barbara	8198	12/18/2024	141- -11140	\$1,254.12
41002328	Leathers, Nancy C.	382	12/18/2024	141- -11140	\$1,254.12
41002329	Mathis, Judy	3683	12/18/2024	141- -11140	\$1,254.12
41002330	Mcclellan, Peggy	4097	12/18/2024	141- -11140	\$491.44
41002331	Mcfarlin, Brenda	3969	12/18/2024	141- -11140	\$1,254.12
41002332	Metropolitan Life	3677	12/18/2024	141- -11140	\$120.00
41002333	Nash, Jerry	4129	12/18/2024	141- -11140	\$1,254.12
41002334	Nash, Marilyn	4223	12/18/2024	141- -11140	\$1,254.12
41002335	Orton, Myra Marie	4289	12/18/2024	141- -11140	\$388.53
41002336	Qualls, Don	4571	12/18/2024	141- -11140	\$1,254.12
41002337	Rj Young Company	4691	12/18/2024	141- -11140	\$12,546.85
41002338	Sewell, Gary	4826	12/18/2024	141- -11140	\$1,254.12
41002339	Shelton, Linda	4853	12/18/2024	141- -11140	\$1,254.12
41002340	Smith, Darlon	4907	12/18/2024	141- -11140	\$1,254.12
41002341	Tennessee Farmers Life Insurance	5297	12/18/2024	141- -11140	\$750.00
41002342	Victory, Carol Ann	5842	12/18/2024	141- -11140	\$1,254.12
<b>141 Total:</b>					\$438,179.91
<b>Bank Total:</b>					\$438,179.91
<b>Bank Payment Count:</b>					33

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-170-11140		\$37.00
					<b>142-170 Total:</b>	\$37.00
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-401-11140		\$250.00
					<b>142-401 Total:</b>	\$250.00
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-601-11140		\$50.00
					<b>142-601 Total:</b>	\$50.00
42000650	Hickman Co Board Of Ed.	2734	12/23/2024	142-801-11140		\$4,991.75
					<b>142-801 Total:</b>	\$4,991.75
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-901-11140		\$167.48
					<b>142-901 Total:</b>	\$167.48
42000650	Hickman Co Board Of Ed.	2734	12/23/2024	142-933-11140		\$205,566.58
					<b>142-933 Total:</b>	\$205,566.58
					<b>Bank Total:</b>	\$211,062.81
					<b>Bank Payment Count:</b>	2

Hickman County Finance  
Payment Register By Account Control

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002346	County Of Hickman Misc Acct	1633	12/23/2024	141- -11140	\$55,307.52
41002347	Hickman Co Trustee	2722	12/23/2024	141- -11140	\$1,714.90
<b>141 Total:</b>					\$57,022.42
<b>Bank Total:</b>					\$57,022.42
<b>Bank Payment Count:</b>					2

Date/Time: 1/6/2025 10:58 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 1 of 1

Bank Name                      Bank Number  
Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000423	County Of Hickman Misc Acct	1633	01/06/2025	143- -11140	\$9,851.88
<b>143 Total:</b>					\$9,851.88
<b>Bank Total:</b>					\$9,851.88
<b>Bank Payment Count:</b>					1

Hickman County Finance  
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-010-11140		\$385.38
					<b>142-010 Total:</b>	\$385.38
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-101-11140		\$2,535.84
					<b>142-101 Total:</b>	\$2,535.84
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-170-11140		\$455.37
					<b>142-170 Total:</b>	\$455.37
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-201-11140		\$690.03
					<b>142-201 Total:</b>	\$690.03
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-401-11140		\$400.00
					<b>142-401 Total:</b>	\$400.00
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-601-11140		\$250.00
					<b>142-601 Total:</b>	\$250.00
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-901-11140		\$1,088.37
					<b>142-901 Total:</b>	\$1,088.37
					<b>Bank Total:</b>	\$5,804.99
					<b>Bank Payment Count:</b>	1

Date/Time: 1/6/2025 10:49 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 1 of 1

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002348	County Of Hickman Misc Acct	1633	01/06/2025	141- -11140	\$190,987.32
41002349	Rochelle, Mason	8637	01/06/2025	141- -11140	\$58.22
<b>141 Total:</b>					\$191,045.54
<b>Bank Total:</b>					\$191,045.54
<b>Bank Payment Count:</b>					2

<u>Bank Name</u>		<u>Bank Number</u>					
General Purpose		141					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>		
41002350	Amazon	727	01/08/2025	141- -11140	\$293.99		
41002351	American Fidelity Administrative Services, LLC	802	01/08/2025	141- -11140	\$1,111.80		
41002352	AT & T	7542	01/08/2025	141- -11140	\$376.28		
41002353	Beard, Marla D.	159	01/08/2025	141- -11140	\$50.92		
41002354	Bennett & DeCamp PLLC	8071	01/08/2025	141- -11140	\$494.50		
41002355	Bon Aqua Lyles Utility Distric	851	01/08/2025	141- -11140	\$4,453.60		
41002356	Brewer Chemicals & Equip, LLC	861	01/08/2025	141- -11140	\$420.00		
41002357	Brewer, Robert G.	7665	01/08/2025	141- -11140	\$300.16		
41002358	Cashier's Office	1736	01/08/2025	141- -11140	\$1,540.00		
41002359	David's Body Shop	1760	01/08/2025	141- -11140	\$16,907.03		
41002360	Ed's Supply, Inc.	2103	01/08/2025	141- -11140	\$987.70		
41002361	ENA Services, LLC	2141	01/08/2025	141- -11140	\$2,373.71		
41002362	Evans, Meghan	987	01/08/2025	141- -11140	\$187.60		
41002363	Everon FKA ADT Commercial	7196	01/08/2025	141- -11140	\$211.84		
41002364	FaciliServe, Inc.	1394	01/08/2025	141- -11140	\$5,227.00		
41002365	Four Seasons Outdoors & Sports	2334	01/08/2025	141- -11140	\$467.50		
41002366	Gallaher & Associates, Inc.	7285	01/08/2025	141- -11140	\$555.00		
41002367	Gossett, Amy Elizabeth	2674	01/08/2025	141- -11140	\$48.24		
41002368	Gross, Debbie	2675	01/08/2025	141- -11140	\$136.35		
41002369	Hibbs, Polly	3038	01/08/2025	141- -11140	\$18.76		
41002370	Hicks, Randal K.	3096	01/08/2025	141- -11140	\$160.50		
41002371	Karco Parts	3364	01/08/2025	141- -11140	\$258.18		
41002372	Lakeshore Learning	3463	01/08/2025	141- -11140	\$332.35		
41002373	Lumber Yard, The	3652	01/08/2025	141- -11140	\$33.59		
41002374	M & M Tree Service	3775	01/08/2025	141- -11140	\$3,000.00		
41002375	McCaleb, Rachel	7746	01/08/2025	141- -11140	\$92.13		
41002376	Meriwether Lewis Electric Coop.	3694	01/08/2025	141- -11140	\$44,056.76		
41002377	Pizza Junction	4427	01/08/2025	141- -11140	\$320.00		
41002378	Plumbmaster, Inc.	4379	01/08/2025	141- -11140	\$144.99		
41002379	Prince Hardware, LLC	4321	01/08/2025	141- -11140	\$1,372.29		
41002380	Puremaxx, LLC	8324	01/08/2025	141- -11140	\$2,926.63		
41002381	Raptor Technologies, LLC	6690	01/08/2025	141- -11140	\$8,236.67		
41002382	Soliant Health, LLC	8569	01/08/2025	141- -11140	\$1,589.25		
41002383	SSC Service Solutions Compass Group USA, Inc.	4832	01/08/2025	141- -11140	\$61,839.56		
41002384	Stellar Therapy Services, LLC	8260	01/08/2025	141- -11140	\$1,592.50		
41002385	Herrera, Tammy	8538	01/08/2025	141- -11140	\$32.16		
41002386	Tanner, Katelyn	6315	01/08/2025	141- -11140	\$81.74		
41002387	Tennessee School Board Assoc.	61	01/08/2025	141- -11140	\$200.00		
41002388	The Dreaded Lawncare	7933	01/08/2025	141- -11140	\$3,500.00		
41002389	The King's Daughter's School	7928	01/08/2025	141- -11140	\$5,000.00		
41002390	Town Of Centerville	5315	01/08/2025	141- -11140	\$17,443.57		
41002391	Underwood, Scott	7738	01/08/2025	141- -11140	\$48.24		
41002392	Unifirst Corp.	5758	01/08/2025	141- -11140	\$488.55		

Date/Time: 1/8/2025 10:30 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 2 of 2

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41002393	Visa	8268	01/08/2025	141-	-11140	\$56.88
41002394	Water Authority Of Dickson Co.	5874	01/08/2025	141-	-11140	\$2,391.93
41002395	Workwise Compliance	8510	01/08/2025	141-	-11140	\$338.35
<b>141 Total:</b>						\$191,698.80
<b>Bank Total:</b>						\$191,698.80
<b>Bank Payment Count:</b>						46

Hickman County Finance  
Payment Register By Account Control

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000654	Thomasson, Julia	192	01/08/2025	142-010-11140	\$163.48
42000655	Mayberry, Kimberly D.	4108	01/08/2025	142-010-11140	\$204.48
<b>142-010 Total:</b>					\$367.96
42000652	King, Dalton Chevelle	8498	01/08/2025	142-101-11140	\$308.20
<b>142-101 Total:</b>					\$308.20
42000653	HUDGINS, RACHEL	6270	01/08/2025	142-401-11140	\$133.50
42000657	Britt, Shannon	8651	01/08/2025	142-401-11140	\$1,001.15
<b>142-401 Total:</b>					\$1,134.65
42000656	Rea Associates, Inc.	4655	01/08/2025	142-933-11140	\$14,235.00
<b>142-933 Total:</b>					\$14,235.00
<b>Bank Total:</b>					\$16,045.81
<b>Bank Payment Count:</b>					6

Date/Time: 1/8/2025 10:42 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 1 of 1

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000424	AT & T	7542	01/08/2025	143- -11140	\$59.98
43000425	Town Of Centerville	5315	01/08/2025	143- -11140	\$94.20
<b>143 Total:</b>					\$154.18
<b>Bank Total:</b>					\$154.18
<b>Bank Payment Count:</b>					2

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

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

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

**TABITHA CUDE**  
4141 Lewis Rd., Centerville, TN 37033



**John Mullins**  
Superintendent of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

**SHERRI BAKER**  
9037 E 40 Rd., Bon Aqua, TN 37025

**JANE HERRON**  
PO Box 13, Nunnally, TN 37137

## Memorandum

To: Board Members  
From: John Mullins  
Date: 1/07/2025  
Re: January Director's Report

### **Leave of Absence**

#### Professional

#### Support Staff

### **Hiring**

#### Professional

Alexandria Thomas  
Gloria McKinley  
Kaitlyn Wallace  
Mark Hastings

Cindy Hastings

#### Support Staff

Kimberly Juracich  
Donna Willis  
Makayla Felts  
Jayme Rowe  
Shelby Frizzell

HCMS/HCHS Band Director  
EHES Sp Ed Teacher  
EHIS Teacher  
HCHS Head Football Coach and  
Teacher  
HCHS Teacher

Food Service  
Food Service  
Food Service  
Food Service  
EHIS Assistant

## **Resignation**

### **Professional**

Wyatt Anderson  
Scott Underwood

HCMS/HCHS Band Director  
ALC Teacher

### **Support Staff**

Steve Anglin

Mechanic

## **Retirement**

### **Professional**

### **Support Staff**

## **Transfers**

### **Professional**

### **Support Staff**

## **Appointment**

### **Professional**

### **Support Staff**

## **Open Positons**

Bus Drivers  
Sp Ed Teacher

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

Hickman County Finance  
 Summary Financial Statement  
 December 2024

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40110	Current Property Tax	3,032,648.00	(1,547,592.61)	51.03%	252,720.67	(990,170.11)	391.80%
40120	Trustee's Collections - Prior Year	65,000.00	(32,996.10)	50.76%	5,416.67	(5,449.81)	100.61%
40125	Trustee's Collections - Bankruptcy	500.00	(73.38)	14.68%	41.67	(3.39)	8.14%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(14,942.48)	31.79%	3,916.67	(1,449.22)	37.00%
40140	Interest And Penalty	15,000.00	(4,125.82)	27.51%	1,250.00	(931.88)	74.55%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,444.87)	36.12%	333.33	(240.81)	72.24%
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	2,535,177.00	(1,332,860.29)	52.57%	211,264.75	(277,021.32)	131.13%
40270	Business Tax	35,000.00	(4,785.21)	13.67%	2,916.67	(316.29)	10.84%
41110	Marriage Licenses	1,300.00	(722.00)	55.54%	108.33	(85.50)	78.92%
43570	Receipts From Individual Schools	30,000.00	(4,140.86)	13.80%	2,500.00	(3,017.92)	120.72%
43582	Community Service Fees - Adults	200.00	(48.10)	24.05%	16.67	(1.00)	6.00%
44120	Lease/Rentals/PPP	10,000.00	(350.00)	3.50%	833.33	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	0.00	0.00%	2,500.00	0.00	0.00%
44530	Sale Of Equipment	15,000.00	(14,882.00)	99.21%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(16,892.13)	563.07%	250.00	(127.10)	50.84%
44570	Contributions & Gifts	57,000.00	(62,000.00)	108.77%	4,750.00	(4,000.00)	84.21%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	24,228,618.00	(12,478,916.68)	51.50%	2,019,051.50	(2,698,411.34)	133.65%
46515	Early Childhood Education	621,613.12	(116,706.28)	18.77%	51,801.09	(58,188.61)	112.33%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	0.00	0.00%	416.67	0.00	0.00%
46590	Other State Education Funds	240,000.00	0.00	0.00%	20,000.00	0.00	0.00%
46610	Career Ladder Program	45,000.00	(20,515.13)	45.59%	3,750.00	0.00	0.00%
46790	Other Vocational	1,702,759.76	(1.00)	0.00%	141,896.65	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	(50,654.91)	22.02%	19,166.67	0.00	0.00%
46980	Other State Grants	192,531.41	0.00	0.00%	16,044.28	0.00	0.00%
46990	Other State Revenues	258,804.00	0.00	0.00%	21,567.00	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	(22,105.48)	31.58%	5,833.33	0.00	0.00%
48990	Other	183,000.00	(36,904.41)	20.17%	15,250.00	0.00	0.00%
49700	Insurance Recovery	15,936.18	0.00	0.00%	1,328.02	0.00	0.00%
49800	Transfers In	141,936.38	0.00	0.00%	11,828.03	0.00	0.00%
	<b>Total Revenues</b>	<b>33,879,023.85</b>	<b>(15,763,659.74)</b>	<b>46.53%</b>	<b>2,823,251.99</b>	<b>(4,039,414.30)</b>	<b>143.08%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,196,159.00)	7,138,987.80	44.08%	(1,349,679.92)	1,362,706.55	100.97%
71150	Alternative Instruction Program	(297,165.00)	112,551.02	37.87%	(24,763.75)	27,811.45	112.31%
71200	Special Education Program	(4,004,979.12)	1,208,171.69	30.17%	(333,748.26)	210,277.61	63.00%

Template Name: LGC Summary  
 Created by: LGC

Hickman County Finance  
 Summary Financial Statement  
 December 2024

User:  
 Date/Time:

Michael Elkins  
 1/8/2025 2:17 PM  
 Page 2 of 4

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71300	Career and Technical Education	(1,840,162.00)	417,957.99	22.71%	(153,346.83)	81,705.07	53.28%
72110	Attendance	(221,255.00)	92,855.78	41.97%	(18,437.92)	22,607.20	122.61%
72120	Health Services	(865,892.00)	313,658.66	36.22%	(72,157.67)	60,817.23	84.28%
72130	Other Student Support	(1,254,128.00)	390,003.61	31.10%	(104,510.67)	70,111.82	67.09%
72210	Regular Instruction Program	(1,675,053.38)	561,070.54	33.50%	(139,587.78)	106,114.36	76.02%
72220	Special Education Program	(312,981.00)	130,044.46	41.55%	(26,081.75)	27,178.19	104.20%
72230	Career and Technical Education	(245,411.42)	86,499.10	35.25%	(20,450.95)	11,472.26	56.10%
72250	Technology	(463,782.00)	233,360.23	50.32%	(38,648.50)	10,881.72	28.16%
72290	Other Programs	(35,000.00)	26,286.33	75.10%	(2,916.67)	26,286.33	901.25%
72310	Board Of Education	(716,803.00)	397,314.81	55.43%	(59,733.58)	29,049.23	48.63%
72320	Director Of Schools	(330,801.00)	139,579.50	42.19%	(27,566.75)	25,478.22	92.42%
72410	Office Of The Principal	(2,090,218.00)	725,235.47	34.70%	(174,184.83)	147,113.13	84.46%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,681,750.00)	1,328,692.48	49.55%	(223,479.17)	173,267.92	77.53%
72620	Maintenance Of Plant	(1,421,686.41)	593,587.07	41.75%	(118,473.87)	50,987.42	43.04%
72710	Transportation	(2,242,651.18)	777,670.69	34.68%	(186,887.60)	132,106.95	70.69%
72810	Central And Other	(369,528.90)	80,528.57	21.79%	(30,794.08)	15,679.12	50.92%
73100	Food Service	(44,809.00)	0.00	0.00%	(3,734.08)	0.00	0.00%
73300	Community Services	(115,277.00)	35,443.68	30.75%	(9,606.42)	9,044.93	94.16%
73400	Early Childhood Education	(519,555.00)	162,245.10	31.23%	(43,296.25)	29,686.45	68.57%
76100	Regular Capital Outlay	(1,668,254.00)	34,027.00	2.04%	(139,021.17)	0.00	0.00%
	<b>Total Expenditures</b>	<b>(39,663,301.41)</b>	<b>14,985,771.58</b>	<b>37.78%</b>	<b>(3,305,275.12)</b>	<b>2,630,383.16</b>	<b>79.58%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(5,784,277.56)</b>	<b>(777,888.16)</b>	<b>-13.45%</b>	<b>(482,023.13)</b>	<b>(1,409,031.14)</b>	<b>-292.32%</b>

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131	Vocational Educ - Basic Grants To	74,394.32	(37,139.68)	49.92%	6,199.53	(21,800.79)	351.65%
47141	Title 1 Grants To Local Educ Agencies	1,233,138.98	(345,310.80)	28.00%	102,761.58	(70,122.38)	68.24%
47143	Special Education - Grants To States	1,145,418.92	(351,593.89)	30.70%	95,451.58	(95,152.97)	99.69%
47145	Special Education Preschool Grants	50,692.08	(1,813.01)	3.58%	4,224.34	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(46,176.49)	0.00%	0.00	0.00	0.00%
47148	Rural Education	120,160.42	(28,336.00)	23.58%	10,013.37	0.00	0.00%
47189	Eisenhower Prof Development State	204,129.71	(24,578.29)	12.04%	17,010.81	(9,673.09)	56.86%
47401	American Rescue Plan Act Grant #1	1,638,423.78	(1,414,070.50)	86.31%	136,535.32	(621,829.73)	455.44%
47590	Other Federal Through State	182,439.57	0.00	0.00%	15,203.30	0.00	0.00%
	<b>Total Revenues</b>	<b>4,648,797.78</b>	<b>(2,249,018.66)</b>	<b>48.38%</b>	<b>387,399.82</b>	<b>(818,578.96)</b>	<b>211.30%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(1,572,127.02)	944,570.53	60.08%	(131,010.59)	134,396.65	102.58%
71150	Alternative Instruction Program	(7,865.50)	7,675.20	97.58%	(655.46)	325.70	49.69%
71200	Special Education Program	(964,579.57)	359,427.29	37.26%	(80,381.63)	100,669.38	125.24%
71300	Career and Technical Education	(69,639.02)	48,570.79	69.75%	(5,803.25)	7,830.09	134.93%
72110	Attendance	(2,338.00)	2,335.10	99.88%	(194.83)	182.10	93.46%
72120	Health Services	(11,555.00)	10,392.10	89.94%	(962.92)	703.60	73.07%
72130	Other Student Support	(78,789.81)	55,060.07	69.88%	(6,565.82)	10,994.96	167.46%
72210	Regular Instruction Program	(927,653.95)	430,009.48	46.35%	(77,304.50)	106,525.87	137.80%
72220	Special Education Program	(375,579.16)	135,442.52	36.06%	(31,298.26)	25,612.43	81.83%
72230	Career and Technical Education	(7,589.30)	3,280.01	43.22%	(632.44)	182.10	28.79%
72250	Technology	(68,604.09)	147,488.84	214.99%	(5,717.01)	1,200.99	21.01%
72320	Director Of Schools	(3,549.50)	3,546.50	99.92%	(295.79)	317.00	107.17%
72410	Office Of The Principal	(17,343.00)	13,840.20	79.80%	(1,445.25)	922.20	63.81%
72610	Operation Of Plant	(265,092.49)	234,575.46	88.49%	(22,091.04)	48,101.70	217.74%
72620	Maintenance Of Plant	(8,245.50)	7,676.25	93.10%	(687.13)	710.00	103.33%
72710	Transportation	(54,180.00)	28,970.80	53.47%	(4,515.00)	3,322.00	73.58%
73100	Food Service	(73,389.50)	72,567.26	98.88%	(6,115.79)	5,095.50	83.32%
73300	Community Services	(2,393.00)	2,390.00	99.87%	(199.42)	237.00	118.85%
73400	Early Childhood Education	(6,904.00)	6,333.95	91.74%	(575.33)	444.20	77.21%
76100	Regular Capital Outlay	(14,443.99)	14,443.99	100.00%	(1,203.67)	3,008.00	249.90%
99100	Transfers Out	(116,936.38)	0.00	0.00%	(9,744.70)	0.00	0.00%
	<b>Total Expenditures</b>	<b>(4,648,797.78)</b>	<b>2,528,596.34</b>	<b>54.39%</b>	<b>(387,399.82)</b>	<b>450,781.47</b>	<b>116.36%</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>279,577.68</b>	<b>100.00%</b>	<b>0.00</b>	<b>(367,797.49)</b>	<b>0.00%</b>

Template Name: LGC Summary  
 Created by: LGC

Hickman County Finance  
 Summary Financial Statement  
 December 2024

User:  
 Date/Time:

Michael Elkins  
 1/8/2025 2:17 PM  
 Page 4 of 4

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	0.00	20,175.32	0.00%	0.00	0.00	0.00%
43522	Lunch Payments - Adults	28,498.00	(9,884.62)	34.69%	2,374.83	0.00	0.00%
43523	Income From Breakfast	2,969.00	(687.00)	23.14%	247.42	0.00	0.00%
43525	A La Carte Sales	225,000.00	(114,809.82)	51.03%	18,750.00	426.83	-2.28%
43570	Receipts From Individual Schools	0.00	(27,539.88)	0.00%	0.00	(27,539.88)	0.00%
44110	Investment Income	1,000.00	(131.39)	13.14%	83.33	(21.03)	25.24%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,700,000.00	(801,254.90)	47.13%	141,666.67	(149,337.00)	105.41%
47113	Breakfast	750,000.00	(301,325.84)	40.18%	62,500.00	(56,945.07)	91.11%
47114	USDA - Other	0.00	(3,051.62)	0.00%	0.00	(646.14)	0.00%
	<b>Total Revenues</b>	<b>2,707,467.00</b>	<b>(1,238,509.75)</b>	<b>45.74%</b>	<b>225,622.25</b>	<b>(234,062.29)</b>	<b>103.74%</b>
<b>Expenditures</b>							
73100	Food Service	(3,248,963.00)	2,167,054.14	66.70%	(270,746.92)	248,142.49	91.65%
	<b>Total Expenditures</b>	<b>(3,248,963.00)</b>	<b>2,167,054.14</b>	<b>66.70%</b>	<b>(270,746.92)</b>	<b>248,142.49</b>	<b>91.65%</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(541,496.00)</b>	<b>928,544.39</b>	<b>171.48%</b>	<b>(45,124.67)</b>	<b>14,080.20</b>	<b>31.20%</b>

















School District: Hickman County District No. 410 Date 01/07/25 Month of School       
 School Name: Hickman County Middle School School No. 020 No. of Days In Session: 15  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	58	45	103	112	103.5330	112.6666
07	54	53	107	119	110.1330	119.0000
08	65	29	94	104	95.9330	104.5333
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	177	127	304	335	309.5992	336.1999
N	6	2	8	8	7.5999	8.0000
GRAND TOTAL	183	129	312	343	317.1991	344.1999



School District: Hickman County District No. 410 Date 01/07/25 Month of School       
School Name: District Summary School No.      No. of Days In Session: 15  
Prepared By:                      Phone:                      Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	118	99	217	224	200.3994	223.0666
01	99	87	186	209	190.7994	209.0000
02	96	105	201	216	191.7994	213.5999
03	101	105	206	223	204.2661	223.3333
04	118	97	215	235	215.1327	235.4666
05	115	107	222	243	221.8661	242.1333
06	95	98	193	210	193.5994	210.5999
07	118	101	219	243	223.7327	242.6666
08	123	78	201	223	203.5994	223.5333
09	97	93	190	204	189.5329	203.9333
10	112	82	194	214	195.4662	213.8666
11	109	88	197	204	186.5995	204.2666
12	98	86	184	193	175.7995	192.6000
K-12	1,399	1,226	2,625	2,841	2592.5932	2838.0665
N	36	13	49	51	44.6665	51.0000
GRAND TOTAL	1,435	1,239	2,674	2,892	2637.2598	2889.0665

\*\*\*\*\* End of report \*\*\*\*\*

*Account Activity Summary*  
*Hickman*  
 10/01/2024 - 12/31/2024

<i>Beginning Value - Investment Account</i>	\$	2,868,517.57
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	283,288.66
<b>Total Beginning Value</b> <sup>1 See Definitions</sup>	<b>\$</b>	<b>3,151,806.23</b>
<b><i>Additions</i></b> <sup>2</sup>		
<i>Contributions</i> <sup>3</sup>	\$	-
<i>Dividends &amp; Interest</i> <sup>4</sup>	\$	107,314.25
<b><i>Withdrawals</i></b> <sup>5</sup>		
<i>TSBA Fee</i> <sup>6</sup>	\$	(1,969.88)
<i>MS Fees</i> <sup>7</sup>	\$	(1,286.66)
<i>System Distributions</i> <sup>8</sup>	\$	-
<b><i>Unadjusted Investment Earnings</i></b> <sup>9</sup>	<b>\$</b>	<b>(151,251.62)</b>
<i>Ending Value - Investment Account</i>	\$	2,877,627.50
<i>Ending Value - Alternative Invest. Acct.</i>	\$	226,984.82
<b>Total Ending Value</b> <sup>10</sup>	<b>\$</b>	<b>3,104,612.32</b>

**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.

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*Account Contribution Summary*  
*Hickman*  
*10/01/2024 - 12/31/2024*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		<b>Total Deposits</b>	<b>0.00</b>	

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Account Dividend & Interest Summary  
Hickman  
10/01/2024 - 12/31/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	626.06	Cash
10/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,034.21	Cash
10/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,652.74	Cash
10/01/2024	Dividend	JOHN HANCOCK BOND I	1,936.79	Cash
10/01/2024	Dividend	JANUS HENDERSON MLT SEC INC I	1,343.09	Cash
10/02/2024	Dividend	PACER US SML CAP CASH COWS ETF	185.15	Cash
10/02/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.42	Cash
10/02/2024	Interest Income	MORGAN STANLEY BANK N.A.	0.87	Cash
10/31/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	57.09	Cash
11/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	560.76	Cash
11/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,039.20	Cash
11/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,406.37	Cash
11/01/2024	Dividend	JOHN HANCOCK BOND I	1,980.25	Cash
11/01/2024	Dividend	JANUS HENDERSON MLT SEC INC I	1,516.62	Cash
11/04/2024	Dividend	CION ARES DIVERSIFIED CREDIT U	664.64	Cash
11/22/2024	LT Cap Gain	THORNBURG INTL GROWTH I	7,626.29	Cash
11/29/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	93.07	Cash
12/02/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	541.04	Cash
12/02/2024	Dividend	PGIM TOTAL RETURN BOND Z	998.90	Cash
12/02/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,516.78	Cash
12/02/2024	Dividend	JOHN HANCOCK BOND I	2,051.02	Cash
12/02/2024	Dividend	JANUS HENDERSON MLT SEC INC I	1,595.31	Cash
12/03/2024	Dividend	CION ARES DIVERSIFIED CREDIT U	647.80	Cash
12/09/2024	LT Cap Gain	PGIM JENNISON GROWTH Z	39,321.47	Cash
12/13/2024	Dividend	OAKMARK FUND INSTITUTIONAL	2,541.93	Cash
12/19/2024	Dividend	DWS SMALL CAP CORE S	222.54	Cash
12/19/2024	LT Cap Gain	DWS SMALL CAP CORE S	305.70	Cash
12/20/2024	Dividend	ISHARES CORE MSCI EAFE ETF	1,363.36	Cash
12/20/2024	Dividend	ISHARES CORE S&P U.S. GROWTH	242.59	Cash
12/20/2024	Dividend	ISHARES CORE S&P U.S. VALUE	479.60	Cash
12/20/2024	Dividend	AMERICAN EUROPACIFIC GRW F2	842.15	Cash
12/20/2024	Dividend	THORNBURG INTL GROWTH I	365.48	Cash
12/20/2024	LT Cap Gain	AMERICAN EUROPACIFIC GRW F2	2,721.90	Cash
12/23/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	16.78	Cash
12/23/2024	Dividend	JOHN HANCOCK BOND I	465.64	Cash

12/23/2024	Dividend	JOHN HANCOCK DISPLND VAL INST	2,409.16	Cash
12/23/2024	LT Cap Gain	JOHN HANCOCK DISPLND VAL INST	26,789.94	Cash
12/23/2024	ST Cap Gain	JOHN HANCOCK DISPLND VAL INST	606.83	Cash
12/30/2024	Dividend -	JOHN HANCOCK BOND I	-465.64	Cash
12/31/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	10.35	Cash
		<b>Total Dividends and Interest</b>	<b>107,314.25</b>	

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Account Fee Summary  
Hickman  
10/01/2024 - 12/31/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/07/2024	Service Fee	ADV FEE 10/01-10/31	-431.80	Cash
10/08/2024	CASH TRANSFER	FUNDS TRANSFERRED	-1,969.88	Cash
10/16/2024	Service Fee	NET PLATFORM FEE	0.00	Cash
11/07/2024	Service Fee	ADV FEE 11/01-11/30	-409.96	Cash
12/06/2024	Service Fee	ADV FEE 12/01-12/31	-444.90	Cash
		<b>Total Withdrawals</b>	<b>-3,256.54</b>	

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

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Hickman County Schools Board Agenda Item Request

Date: 12/16/2024

Name of School: HCHS

Item Request: Overnight / Out-of-State Trip

Explanation:  
HCHS JROTC request permission to host our 9th Annual Adventure Camp on 19-20 May 2025.

Attachments (if necessary and appropriate):

Presentation, Training Schedule, Poster

Signature of Person requesting to be placed on the agenda:

*[Handwritten Signature]*

Signature of Building Principal:

*[Handwritten Signature]*

*[Handwritten Signature]*  
1-8-25



### Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Carton House / Campside

Purpose: Staff Ride (Tour) of historic Civil War Hospital

Date and Time frame: 5/19/2025 Number of students: 45

Number of Chaperones: Male \_\_\_\_\_ Female 3

Costs associated: \$10 per student

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? Yes Number of Lunches needed? TBD

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Mary Stott Riley 156, USA

Signature of Principal Ruby Emerson

Signature of Instructional Supervisor \_\_\_\_\_

Signature of Director of Schools \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



### Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Rappel @ Camp Meribah

Purpose: Adventure Camp

Date and Time frame: 5/20/25 Number of students: 45

Number of Chaperones: Male \_\_\_\_\_ Female 3

Costs associated: 0

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? Yes Number of Lunches needed? N/A

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Mary Riley

Signature of Principal Roby Emerson

Signature of Instructional Supervisor \_\_\_\_\_

Signature of Director of Schools \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.

Orange Wednesday



### Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JWOTC

Trip Requested: Warrior Adventure Quest Clarksville Base

Purpose: Ropes / Climbing Course (Adventure Camp)

Date and Time frame: 5/21/25 Number of students: 45

Number of Chaperones: Male \_\_\_\_\_ Female 3

Costs associated: \$ 35 per person

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? Yes Number of Lunches needed? N/A

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Mary Scott Riley

Signature of Principal Rob Emerson

Signature of Instructional Supervisor \_\_\_\_\_

Signature of Director of Schools \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



## Hickman County Schools Trip Request

Name of School: ACHS

Name of Club/Group: JNOT

Trip Requested: Fort Campbell KY

Purpose: CWST Combat Water Survival Training / Fort Campbell Museum

Date and Time frame: 3/10/25 Number of students: 45 5/22/25

Number of Chaperones: Male \_\_\_\_\_ Female 3

Costs associated: 0

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? N/A Number of Lunches needed? N/A

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Amy Scott

Signature of Principal Roby Emerson

Signature of Instructional Supervisor \_\_\_\_\_

Signature of Director of Schools \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



## Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Our Crazy Horse Canoe - Waynesboro, TN

Purpose: Canoe Trip

Date and Time frame: 5/23/25 Number of students: 45

Number of Chaperones: Male \_\_\_\_\_ Female 3

Costs associated: \$ 25 per cadet

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? NA Number of Lunches needed? NA

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip [Signature]

Signature of Principal [Signature]

Signature of Instructional Supervisor \_\_\_\_\_

Signature of Director of Schools \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



# Hickman County High School Adventure Camp

19–24 May 25

**Overview:** HCHS JROTC Cadets and Staff request permission to host an adventure camp for Cadets.

**Purpose:** To promote Esprit de Corps and to teach Cadets to strive in an austere environment.

**Justification:** To provide a capstone event that puts leadership, medical training, and safety training into practice



**Who: Cadets, Instructors, and Chaperones (Amanda Riley, Elizabeth Rhea, and Amanda Adcox)**

**When & Where:**

**19th–24th May – 2293 Highway 50, 37033**

**How: Cadets will report at HCHS on Monday May 19th at 0800 hrs and will travel utilizing bus throughout the camp. Cadets will return approximately 1200 hrs on MAY 24th.**

**Cost per Cadet:\$75.00**

# Adventure Camp Training / Activity Schedule 2025

Time		Monday 5/19	Tuesday 5/20	Wednesday 5/21	Thursday 5/22	Friday 5/23	Saturday 5/24
5:00	AM			KP Wake-Up / Personal Hygeine	KP Wake-Up / Personal Hygeine	KP Wake-Up / Personal Hygeine	KP Wake-Up / Personal Hygeine
5:30	AM		KP Wake-Up / Personal Hygeine	Camp Wake-Up / Personal HYG	Camp Wake-Up / Personal HYG	Camp Wake-Up / Personal HYG	Camp Wake-Up / Personal HYG
6:00	AM		Camp Wake-Up	KP Reports	KP Reports	KP Reports	KP Reports
6:30	AM		KP Reports	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup
7:00	AM		Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup
7:30	AM		Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup
8:00	AM	Cadets Repor to School	Meal Prep / Serve / Cleanup	Movement to Clarksville	Movement to FTCKY	Movement to Crazy Horse	Camp Teardown
8:30	AM	Movement to Carton House	Movement to Camp Meribah	Movement to Clarksville	Movement to FTCKY	Movement to Crazy Horse	Camp Teardown
9:00	AM	Movement to Carton House	Movement to Camp Meribah	Movement to Clarksville	Movement to FTCKY	Movement to Crazy Horse	Camp Teardown
9:30	AM	Movement to Carton House	Rappel Operations	Movement to Clarksville	Movement to FTCKY	Canoe & 1-Rope Bridge TNG	Camp Teardown
10:00	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
10:30	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
11:00	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
11:30	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
12:00	PM	Sack Lunch	Sack Lunch	Warrior Adventure Quest	Combat Water Survival TNG	Sack Lunch	Movement to HCHS
12:30	PM	Sack Lunch	Sack Lunch	Warrior Adventure Quest	Sack Lunch	Canoe & 1-Rope Bridge TNG	Reintegration / Release
1:00	PM	Movement to Camp Site	Movement to Camp Site	Meal - Local Restuarant	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
1:30	PM	Movement to Camp Site	Movement to Camp Site	Meal - Local Restuarant	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
2:00	PM	Arrive at Campsite	3 - Rope Bridge, Zipline OPS	Movement to Camp Site	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
2:30	PM	Establish Campsite	3 - Rope Bridge, Zipline OPS	Movement to Camp Site	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
3:00	PM	Establish Campsite	3 - Rope Bridge, Zipline OPS	Personal Hygeine / Recovery	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	
3:30	PM	Establish Campsite	3 - Rope Bridge, Zipline OPS	Personal Hygeine / Recovery	Movement to Camp Site	Movement to Camp Site	
4:00	PM	Finalize Campsite	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Movement to Camp Site	Movement to Camp Site	
4:30	PM	Tour Campsite Property	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Movement to Camp Site	Movement to Camp Site	
5:00	PM	Tour Campsite Property	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	
5:30	PM	Meal Prep / Serve / Cleanup	Survival Training	Survival Training	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	
6:00	PM	Meal Prep / Serve / Cleanup	Survival Training	Survival Training	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	
6:30	PM	Meal Prep / Serve / Cleanup	Campfire Assy - Class Skits	Campfire - Class Ghost Stories	Campfire Assy - Class Songs	Campfire Assy - Dutch Oven	
7:00	PM	Intramurals	Campfire Assy - Class Skits	Campfire - Class Ghost Stories	Campfire Assy - Class Songs	Campfire Assy - Dutch Oven	
7:30	PM	Intramurals	Campfire Assy - Class Skits	Campfire - Class Ghost Stories	Campfire Assy - Class Songs	Campfire Assy - Dutch Oven	
8:00	PM	Intramurals	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
8:30	PM	Intramurals	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
9:00	PM	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
9:30	PM	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
10:00	PM	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	

JROTC May 19- 24 Adventure Camp Attendance List

<b>Last Name</b>	<b>First Name</b>
Adcox	Michael
Arcega	Renzo
Avril	Lily
Barber	Isabella
Boughton	Colton
Brashears	Emma
Carrera	Lindzy
Carrera	Brittany
Cockrill	Terry
Collins	Aislyn
Cox	Eli
Cundiff	Kaden
French	Logan
Gibbs	Meleah
Gilbert	Skylar
Hughes	Chyanne
Jenkins	Isabella
Johnson	Ivey
King	Gage
King	Gavin
Kisiel	Mackenzie
Lopez Perez	Leybi
Lynch	Amber
McNeil	Kiley
Moore	Matthew
Morrison	Jimmie
Newberry	Kaylea
Orlow	Zarabella
Parker	Briley
Pillars	Izzabella
Poore	Timothy
Radabaugh	Aaron
Rhoden	Sawyer
Richardson	Mary
Riley	Charles
Simmons	Jasmine
Sullivan	Anthony
Touton	Braxton
Troup	Bobby
Vaillancourt	Tiffany
Villatoro-Gomez	Kleisy
Walker	Amari
Weaver	Andrew
Workman	Destiny
Wright	Autumn

Hickman County Board of Education  
 Budget Amendment No. 21  
 Federal Programs (142)  
 January 13, 2025

Account	Description	Debit	Credit	Justification
72210 - 790 - - 601	Other Equipment	\$ 11,565.00		To bring Title V into agreement with approved ePlan budget
71100 - 189 - - 601	Other Salaries & Wages		\$ 10,000.00	
71100 - 201 - - 601	Social Security		765.00	
71100 - 204 - - 601	State Retirement		800.00	
	<b>TOTALS</b>	<b>\$ 11,565.00</b>	<b>\$ 11,565.00</b>	

**Approved:**

**Attest:**

**Board Chair**

**John Mullins**

Hickman County Board of Education  
 Budget Amendment No. 22  
 Federal Programs (142)  
 January 13, 2025

Account	Description	Debit	Credit	Justification
47309 - - - 959	Revenue	\$ 88,000.00		High Quality Literacy Implementation Network Grant
71100 - 429 - - 959	Instructional Supplies		12,500.00	
72210 - 399 - - 959	Other Contracted Services		73,000.00	
72210 - 524 - - 959	InService		2,500.00	
	<b>TOTALS</b>	<b>\$ 88,000.00</b>	<b>\$ 88,000.00</b>	

**Approved:**

**Attest:**

**Board Chair**

**John Mullins**

# Hickman County Board of Education

Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>10/21/24</b>
	Rescinds: <b>4.600</b>	Issued: <b>08/05/24</b>

1 The director of schools shall develop an administrative procedure to establish a system of grading and  
2 assessment for evaluating and recording student progress and to measure student performance in  
3 conjunction with Board-adopted content standards for grades K-8. The grading/assessment system shall  
4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
5 grading/assessment system shall be uniform district-wide at comparable grade levels except that the  
6 director of schools shall have the authority to establish and operate ungraded and/or unstructured classes  
7 in grades K-3.<sup>1</sup>

8 The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board  
9 before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students and  
10 parents/guardians.<sup>1</sup>

## 11 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

12 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established  
13 by the State Board of Education. Using the uniform grading system, students' grades shall be reported  
14 for the purposes of application for post-secondary financial assistance administered by the Tennessee  
15 Student Assistance Corporation.

16 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
17 range:

- 18 • A (90-100)
- 19 • B (80-89)
- 20 • C (70-79)
- 21 • D (60-69)
- 22 • F (0-59)

23 Grading floors with a minimum above zero are not permitted.<sup>3</sup> This grading system shall be uniform  
24 throughout the school district for each grade.

25 The following high school courses will have weighted grades:

26 Honors English (Grades 9-12)	Trigonometry
27 Honors Biology I and II	Honors Algebra II
28 Honors Physical Science	Honors Geometry
29 Honors Chemistry	Dual Enrollment College Courses
30 Honors Physics	Honors American History

1 Honors Anatomy Honors Algebra I  
 2 Calculus  
 3 SDC SAILS Statistics \*Dual Enrollment TCAT  
 4 SDC Pre-Calculus  
 \*Taught with college curriculum standards are eligible for rigor points

5 Advanced coursework grades will be weighted with additional percentage points to calculate the  
 6 semester average. Depending on the course taken, the following percentage points will be assigned:

- 7 • Honors Courses – three (3) percentage points;
- 8
- 9 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned – four (4) percentage  
 10 points; and
- 11
- 12 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),  
 13 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

14 **Student Absent for State Mandated Exams:**

- 15 1. If a student taking high school assessed subjects is absent, the student will receive a zero or  
 16 incomplete. If the student is allowed to make up the exam, he or she will do so during the  
 17 next scheduled administration. A locally-created exam cannot be administered in lieu of a  
 18 state exam.
- 19 2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered  
 20 a defined part(s) of any content area or all of the content areas, the student must take an  
 21 alternate exam approved by the Chief Academic Officer to substitute for the corresponding  
 22 content not tested.

23 Administration of the alternate exam shall be scheduled by the principal for such a time which  
 24 shall allow for scoring to be completed before the end of the spring semester of the current  
 25 school year.

26 Failure to complete the alternative assessment before the end of the spring semester shall  
 27 result in the student receiving a grade of zero which shall be counted for fifteen (15%) percent  
 28 of a student's final grade for the spring semester.

29 **Conduct shall be marked as follows:**

30 E.....Excellent  
 31 S.....Satisfactory  
 32 U.....Unsatisfactory

33 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

1 Attendance records **will not** be the sole criterion in determining the awarding of grades or the passing of  
2 a course or promotion or retention.

3 Plus and minus evaluations are not to be added to letter grades. Grades are not to be changed once  
4 recorded on a report card. If an erroneous grade has been recorded, correction must be made on a new  
5 card.

6 Grades given at the end of each nine (9) weeks period for elementary, intermediate, middle school, and  
7 high school will be determined from daily work, homework, written assignments and tests. The teacher  
8 will weigh the value of grades given for various assignments and tests within the applicable period in  
9 computing the grade. This procedure will enable the teacher to allow for individual student differences  
10 in the grading process. Any assignments and tests required of a student must be considered in the  
11 computation of his grade.

12 At the middle school level and at the high school level, grades will be determined by an average of grades  
13 for each of the two 9-week periods. The grades given at the end of each nine (9) weeks period shall be  
14 the grade earned by the student, as computed by the teacher, and shall not be subject to manipulation,  
15 regardless of the passing or failing nature of the grade provided that said teacher has documented  
16 verification on file that he/she has reasonably attempted to contact the student's parent(s) or guardian(s)  
17 making them aware of the student's failing grade or grades. The final grade of the year will be determined  
18 by averaging the two (2) semester grades.

19 The work of a student whose grades are satisfactory but are withheld because of failure to complete the  
20 required work shall be reported as incomplete (I). If the incomplete is not removed in the time designated  
21 by the teacher, it will then become an "F".

## 22 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS<sup>3</sup>**

23 Schools teaching grades nine through twelve shall use the uniform grading system established by the  
24 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
25 purposes of application for post secondary financial assistance administered by the Tennessee Student  
26 Assistance Corporation.

27 Each school counselor shall provide incoming freshman with information on college core courses  
28 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,  
29 etc.) that must be met in order to receive a scholarship.

30 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
31 Student Aid (FAFSA). The FAFSA is available ~~at the guidance office or~~ on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
32 Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications  
33 in a timely manner.

34 Elementary school counselors should explain the HOPE Scholarship and its requirements to their  
35 students and impress upon them the benefits of making good grades.

## 36 **LOTTERY SCHOLARSHIP DAY**

- 1 Each school year, prior to scheduling courses for the following school year, schools teaching students  
2 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

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**Legal References**

1. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
2. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
3. [TCA 49-4-904, 905, 907; Public Acts of 2024, Chapter No. 1005](#)
4. [TCA 49-4-932\(f\)](#)

**Cross References**

Alternative Credit Options 4.209  
Credit Recovery 4.210  
Reporting Student Progress 4.601  
Honor Roll, Awards, & Class Ranking 4.602  
Promotion and Retention 4.603  
Transcript Alterations 4.608

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code: <b>4.603</b>	Issued Date: <b>08/05/24</b>
	<b>Promotion and Retention</b>	Rescinds: <b>4.603</b>	Issued: <b>12/04/23</b>

## 1 **PROMOTION**<sup>1</sup>

2 The director of schools/designee shall promote students to the next grade level based on the successful  
3 completion of required academic work and on the satisfactory progress in each of the relevant  
4 academic areas. However, no student enrolled in the third grade shall be promoted unless the student  
5 has shown a basic understanding of curriculum and the ability to perform the skills required in the  
6 subject of reading as demonstrated by the student's grades or standardized test results. This  
7 requirement shall not apply to students who are participating in a board-approved, research-based  
8 intervention prior to the beginning of the next school year or to students who have an individualized  
9 education program (IEP).<sup>2</sup>

10 Students who have difficulty in achieving the requirements for promotion may be considered for  
11 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
12 retention shall include:<sup>1</sup>

- 13 1. The student's ability to perform at the current grade level;
- 14
- 15 2. The results of local assessments, if applicable;
- 16
- 17 3. State assessments, as applicable;
- 18
- 19 4. Home Literacy Reports;<sup>3</sup>
- 20
- 21 5. The overall academic achievement of the student;
- 22
- 23 6. The student's chance for success with more difficult material if promoted to the next grade;
- 24
- 25 7. Attendance; and
- 26
- 27 8. Social and emotional maturity.

28 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
29 student is due to:<sup>4</sup>

- 30 1. Date of enrollment;
- 31

- 1 2. Additional information acquired after results of local assessment, screening, or monitoring are  
2 released; or
- 3
- 4 3. Decisions made by a student's IEP team or extenuating medical or psychological information  
5 on a case by case basis.

## 6 **VOLUNTARY RETENTION**

7 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain  
8 his/her student in the current grade level if:

- 9 1. The student has a documented academic or behavioral delay; and
- 10 2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>

11 This information shall be submitted in writing within thirty (30) days of the end of the school year. The  
12 district shall send written notice to the parent/guardian confirming whether the student is eligible for  
13 retention under state law.

## 14 **PROMOTION PLANS<sup>6</sup>**

15 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within  
16 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
17 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504  
18 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school  
19 counselor, or other appropriate school personnel.

20 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements  
21 that will verify whether a student has made sufficient progress to be promoted to the next grade level,  
22 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade  
23 will include additional requirements for promoting students in these grades. A copy of the plan will be  
24 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-  
25 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then  
26 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the  
27 promotion plan.

28 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be  
29 promoted to the next grade level unless retention is required per additional requirements for students in  
30 third and fourth grade.<sup>7</sup>

31 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by  
32 the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
33 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)  
34 calendar days prior to the start of the next school year if the student was enrolled in a summer program.  
35 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be  
36 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school  
37 year.<sup>8</sup>

## 1 RETENTION<sup>7</sup>

2 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP  
3 team, such retention is in the best interest of the student or when retention is required per additional  
4 requirements for students in third and fourth grade. However, a student shall not be retained more than  
5 once in any grade.

### 6 *Decision of Retention*<sup>9</sup>

7 If a student is retained, the director of schools/designee shall develop an individualized academic  
8 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of  
9 the plan shall be provided to the student's parent/guardian within ten (10) days of its development.  
10 This plan shall include at least one of the following strategies:

- 11 1. Adjustment to the current instructional strategies or materials;
- 12 13 2. Additional instructional time;
- 14 15 3. Individual tutoring outside of school hours;
- 16 17 4. Modification to the student's classroom assignment to ensure the student receives  
18 instruction from a highly effective teacher; or
- 19 20 5. Attendance or truancy interventions.

21 The director of schools shall develop procedures to ensure proper monitoring of students who are  
22 retained and appropriate recordkeeping.

23 For the purpose of determining the effectiveness of retention toward improving student achievement,  
24 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at  
25 least three (3) times during the school year in which the student is retained.

### 26 *Decision of Retention – Third Grade*<sup>10</sup>

27 Third grade students shall not be promoted to the next grade unless they are determined to be  
28 proficient (i.e., receive a performance level rating of "Met" or "Exceeded") in English language arts  
29 (ELA) based on the student's most recent TCAP test.

30 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 31 1. A student in third grade receiving a performance level rating of "approaching" on the ELA  
32 portion of the student's most recent TCAP test may be promoted if:
  - 33 a. The student is an English language learner and has received less than two (2) full years  
34 of ELA instruction;
  - 35 b. The student was previously retained in grades K-3;

- 1 c. The student is retested before the next school year and scores proficient in ELA;
- 2 d. The student attends a learning loss bridge camp before the next school year, maintains a  
3 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-  
4 test at the end of the camp; or
- 5 e. The student receives tutoring for the entirety of the next school year in accordance with  
6 state law.
- 7 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in  
8 ELA standards by scoring within the fiftieth percentile on the most recently  
9 administered state-provided benchmark assessment and the district provides tutoring  
10 services to the student during the entire fourth grade school year and notifies the  
11 student's parent/guardian, in writing, of the benefits of enrolling the student in summer  
12 programming.
- 13 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of  
14 the student's most recent TCAP test may be promoted if:
- 15 a. The student is an English language learner and has received less than two (2) full years  
16 of ELA instruction;
- 17 b. The student was previously retained in grades K-3;
- 18 c. The student is retested before the next school year and scores proficient in ELA; or
- 19 d. The student attends a learning loss bridge camp before the next school year, maintains a  
20 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next  
21 school year in accordance with state law.

22 *Decision of Retention – Fourth Grade<sup>10</sup>*

23 Students in the following categories shall show adequate growth in the following ways before being  
24 promoted to the fifth grade:

- 25 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the  
26 next school year; and
- 27 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while  
28 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the  
29 fourth grade school year.

30 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate  
31 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 32 1. The student's principal shall convene a conference consisting of the following parties: the  
33 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

1 2. The conference shall review the student's fourth grade ELA performance to determine if the  
2 student should be promoted to fifth grade.

3 3. At the conclusion of the conference, a majority of the parties shall agree to one of the  
4 following:

5 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of  
6 the student's fifth-grade year; or

7 b. The student will be retained in fourth grade. A student shall not be retained more than  
8 once in fourth grade.

9 A student shall not be retained more than once in fourth grade.

#### 10 *Decision of Retention – Students with Disabilities*<sup>11</sup>

11 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
12 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
13 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
14 or a suspected disability that impacts their ability to read.

#### 15 **APPEALS**<sup>8,12</sup>

16 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
17 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
18 made to the assistant principal or principal of the school within (5) business days. The student and  
19 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall  
20 be given the opportunity to address the assistant principal or principal. They shall conduct a hearing  
21 within (5) business days to determine if the student will be promoted and issue such decision within (5)  
22 business days. Upon notification of the committee decision, the principal shall send written notification  
23 to the Director of Schools/designee and the parent(s)/guardian(s).

24 For students where retention is required per the additional requirements for students in third and fourth  
25 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
26 accordance with state law.<sup>13</sup>

## Legal References

1. [20 USCA § 1400 et seq.; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16\(7\)\(e\); Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

## Cross References

Credit Recovery 4.210  
Grading System 4.600  
Reporting Student Progress 4.601  
Attendance 6.200  
Student Assignments 6.205  
Homeless Students 6.503  
Student Records 6.600

# Hickman County Board of Education

Descriptor Term: <b>Background Investigations</b>	Descriptor Code: <b>5.118</b>	Issued Date: <b>12/09/24</b>
	Rescinds: <b>5.118</b>	Issued: <b>11/07/22</b>

1 *General*

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.<sup>1</sup>

3 The Director of Schools/designee shall develop any necessary corresponding procedures.

4 **APPLICANTS AND EMPLOYEES**

5 To ensure the safety and welfare of students and staff, the district shall require criminal history  
6 background checks and fingerprinting of applicants for teaching positions and any other positions that  
7 require proximity to children. Further, applicants who (1) have been identified by the Department of  
8 Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child  
9 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are  
10 listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall  
11 not be employed.<sup>2</sup>

12 Applicants and current employees shall be entered into the federal RAP back program.<sup>3</sup> Notice of the  
13 following shall be provided :

14 1. Possible fees charged by the Tennessee Bureau of Investigation; and

15  
16 2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau  
17 of Investigation for all purposes and uses authorized for fingerprint submission.

18 Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants.  
19 The Board shall reimburse applicants if the position is offered and accepted.

20 **CONTRACTORS & VOLUNTEERS**

21 To ensure the safety and welfare of students and staff, the district shall require criminal history  
22 background checks and fingerprinting of contractors, and volunteers and any other positions that require  
23 proximity to children. Any costs incurred to perform these background checks and fingerprinting shall  
24 be paid by the applicant. The Board shall reimburse the applicant if the position is offered and  
25 accepted.<sup>4</sup>

26 Background checks shall be required of the individuals listed above at least once every five (5) years  
27 after the initial background check.<sup>1</sup>

28

## 1 **USE AND DISSEMINATION**

2 Fingerprints or other approved forms of positive identification shall be submitted with all requests for  
3 criminal history record checks for non-criminal justice purposes.<sup>5</sup> The director of schools shall ensure  
4 the Originating Agency Identifier number is on file at all times.

5 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be  
6 solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered  
7 confidential and only accessible to district personnel identified by the director of schools. CHRI shall  
8 only be accessed by authorized personnel in the performance of their duties and shall never be released  
9 to the public.

10 All persons directly associated with the accessing, maintaining, processing, dissemination or  
11 destruction of CHRI must sign an awareness statement and shall indicate that they have been specially  
12 trained on the subject. The training shall provide those with access to criminal history record  
13 information with a working knowledge of federal and state regulations and laws governing the security  
14 and processing of criminal history information. The director of schools is responsible for ensuring that  
15 authorized personnel receive such training within 60 days of employment or job assignment and every  
16 three years.

## 17 **RETENTION AND SECURITY**

18 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas  
19 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the  
20 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The  
21 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,  
22 and/or destroy CHRI.

## 23 **DISPOSAL OF CHRI**

24 When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering  
25 the information unreadable. Record destruction must be conducted under the supervision of the  
26 director of schools.

## 27 **MISUSE**

28 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and  
29 including termination. Any employee with knowledge of misuse shall immediately report a violation to  
30 the director of schools.

## Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\); TCA 49-5-403;](#)  
[TCA 49-5-413\(a\)\(2\), \(e\)](#)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

## Cross References

School Volunteers 4.501  
Application and Employment 5.106  
Substitute Teachers 5.701

<b>Hickman County Board of Education</b>			
	Descriptor Term:  <b>Staff Positions</b>	Descriptor Code: <b>5.116</b>	Issued Date: <b>11/07/22</b>
		Rescinds: <b>5.116</b>	Issued: <b>08/03/20</b>

1    **CREATION OF POSITION**

2    All staff positions shall be approved through the budget process in accordance with an organizational  
3    plan submitted by the director of schools.<sup>1</sup> Before an additional position is established, the director of  
4    schools will present to the Board a job description, job title, qualifications, performance  
5    responsibilities and the method by which the performance of these responsibilities will be evaluated.  
6    This information will be provided to the board in writing before being placed in budget for approval.

7    The director of schools may revise the organizational plan as long as budgetary amounts are not  
8    exceeded, and board policy is not violated. In the event of reorganization, the director of schools will  
9    adhere to all applicable reduction in force guidelines and will inform, in a timely manner, each member  
10   of the board of the change and include the change in the director's report at the next board meeting. If  
11   change in personnel creates additional encumbrance on a future budget, prior approval of the Board is  
12   required.

13    **REDUCTION IN FORCE**

14    When it becomes necessary to reduce the number of positions in the system because of a decrease in  
15    enrollment or for other good reasons, the Board shall abolish the positions. The board or the director of  
16    schools, as appropriate, shall dismiss such employees as may be necessary.<sup>2</sup>

17    **Licensed Personnel**

18    Reductions in staff will be made according to which have the least detrimental effect on children. In  
19    general, this objective dictates a staff reduction policy which:

- 20        1. Retains the most effective teachers;
- 21        2. Avoids undue increases in class size; and
- 22        3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

23    The elimination of a position does not necessarily mean the person occupying the position will be  
24    dismissed. When an employee is released, the director of schools shall make the decision about which  
25    employee shall be released and to justify the recommendation based upon a composite of the following  
26    criteria:

- 27        1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher  
28        evaluation;
- 29        2. Adaptability to other assignments (academic and extracurricular);
- 30        3. Evidence of professional growth as well as specialized or advanced training;
- 31        4. Previous history of grade levels and subject areas taught; and

1 5. Type, length and quality of service made to the teaching profession and the school system.

2 When a teacher is released because of reduction in staff, the teacher shall be given written notice of  
3 release explaining the circumstances or conditions making dismissal necessary.

#### 4 **Non-Licensed Personnel**

5 When a non-licensed employee is released because of a reduction in the number of support positions,  
6 the director of schools shall give the employee written notice of dismissal explaining the circumstances  
7 or conditions making termination of employment necessary.<sup>3</sup>

#### 8 **RECALL**

9 The director of schools shall maintain a preferred re-employment list for tenured teachers whose  
10 position is abolished.<sup>3</sup> The fitness of any teacher for re-employment shall be determined on the basis of  
11 the teacher's competence, compatibility and suitability to properly discharge the duties required by the  
12 position with consideration for the best interests of the students in the school where the vacancy exists.

13 It shall be the responsibility of the separated teacher to notify the director of schools in writing of his/  
14 her availability and current address. A professional employee who is placed on the preferred re-  
15 employment list and subsequently refuses the offer of a comparable position will be removed from the  
16 preferred list.<sup>4</sup>

17 ~~Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall,  
18 by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from  
19 the list. The director shall send the notice to the last known address of the teacher. A teacher who  
20 wishes to remain on the preferred list for re-employment after the second year shall notify the director  
21 of schools in writing by April 15 of the second year and each subsequent year of his or her desire to  
22 remain on the preferred list for re-employment.~~

23 Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated  
24 but shall not receive benefits for the period of the layoff.

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#### Legal References

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(c); TCA 49-2-301(b)(1)(CC); TCA 49-5-511(b)(1).
3. TCA 49-5-511(b)(1)–(4)
4. TCA 49-5-511(b)(4)

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#### Cross References

Recruitment of Employees 5.105  
Supervision 5.108

# Hickman County Board of Education

Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>12/05/22</b>
	Rescinds: <b>5.200</b>	Issued: <b>08/01/22</b>

## 1 **SUSPENSION PENDING AN INVESTIGATION** <sup>1</sup>

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

## 9 **SUSPENSION OF THREE DAYS OR LESS** <sup>2,3</sup>

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

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

## 19 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS** <sup>4</sup>

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

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

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

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

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

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

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

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

## 24 RESIGNATION

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

29 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

- 30 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
31 statement of a physician approved by the Board;
- 32 2. The release by the Board of the teacher from the contract which the teacher has entered into with  
33 the Board.

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

37 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
38 the State Board of Education and request the suspension of a teacher's certificate. After the State Board  
39 of Education has provided the teacher an opportunity for defense during a hearing, the State Board of

1 Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-  
2 five (365) days.<sup>8</sup>

### 3 **RETIREMENT**

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

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

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#### Legal References

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

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#### Cross References

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

# Hickman County Board of Education

Descriptor Term:

## Separation Practices for Non-Tenured Teachers

Descriptor Code:

5.201

Issued Date:

12/05/22

Rescinds:

5.201

Issued:

08/01/22

### 1 SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>

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

### 9 SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>

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

### 16 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>

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

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

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

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

28 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the  
29 affected employee within ten (10) working days following the close of the hearing. The employee may  
30 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written  
31 decision to the employee. Written notice of appeal to the Board shall be given to the director of schools.

1 Within twenty (20) days' of receipt of notice, the director shall prepare a copy of the proceedings,  
2 transcript, documentary and other evidence presented and provide the Board a copy of the same.

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

- 6 1. sustain the decision;
- 7 2. send the record back if additional evidence is necessary; or
- 8 3. revise the penalty or reverse the decision.

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

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

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

## 17 **NONRENEWAL**

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

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

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

- 26 1. The Board shall be notified at the next regular board meeting; and
- 27 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,  
28 or by email within five (5) business days following the last instructional day for the school  
29 year.<sup>3</sup> If the reason for nonrenewal is due only to a loss of funding for the position, then the  
30 notice shall include a statement listing it as the cause for nonrenewal.<sup>4</sup>

## 31 **RESIGNATION**

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

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

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

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

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

### 13 RETIREMENT

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

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

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

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. Public Acts of 2022, Chapter No, 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)

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#### Cross References

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

# Hickman County Board of Education

Descriptor Term:

## Separation Practices for Non-Certified Employees

Descriptor Code:

5.202

Issued Date:

12/05/22

Rescinds:

5.202

Issued:

11/02/20

### 1 SUSPENSION

2 A director of schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup>

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

### 6 DISMISSAL

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

### 9 RESIGNATION

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

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

### 15 RETIREMENT

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

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

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

23 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year  
24 without loss of retirement benefits.<sup>2</sup>

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Legal References

1. TCA 49-2-301(b)(1)(EE), (FF)
2. TCA 8-36-805

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Cross References

Recommendations and File Transfers 5.203

# Hickman County Board of Education

	Descriptor Term: <b style="text-align: center;">Recommendations and File Transfers</b>	Descriptor Code: <b style="text-align: center;">5.203</b>	Issued Date: <b style="text-align: center;">12/05/22</b>
		Rescinds: <b style="text-align: center;">5.203</b>	Issued: <b style="text-align: center;">10/05/20</b>

1 Other than the routine transmission of administrative and personnel files, district employees are  
 2 prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual  
 3 knows, or has probable cause to believe, that the person seeking a job change engaged in sexual  
 4 misconduct regarding a minor or student in violation of the law.

5 These requirements shall not apply if:

- 6 1. The information giving rise to probable cause has been properly reported to the appropriate law  
 7 enforcement agency; and
- 8 2. The matter has been officially closed in one of the following ways:  
 9
  - 10 a. The prosecutor or police have investigated the allegations and notified school officials  
 11 that there is insufficient information to establish probable cause;
  - 12 b. The employee, contractor, or agent has been charged and either acquitted or exonerated;  
 13 or
  - 14 c. The case remains open, and there have been no charges or indictment filed within four  
 15 (4) years of the date the information was reported to the law enforcement agency.  
 16  
 17  
 18

19 Neither the district nor the Board shall enter into, or require a current or former employee to enter into,  
 20 a non-disclosure agreement during a settlement for any act of sexual misconduct.<sup>1</sup>

21 The director of schools shall develop administrative procedures to enforce this policy and comply with  
 22 federal law.

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Legal References

1. 20 USCA § 7926; TCA 49-2-131

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Cross References

Application and Employment 5.106  
 Separation Practices for Tenured Teachers 5.200  
 Separation Practices for Non-Tenured Teachers 5.201  
 Separation Practices for Non-Certified Employees 5.202  
 Child Abuse and Neglect 6.409

# Hickman County Board of Education

	Descriptor Term: <b>Short Term Leaves of Absence</b>	Descriptor Code: <b>5.300</b>	Issued Date: <b>12/05/22</b>
		Rescinds: <b>5.300</b>	Issued: <b>10/05/20</b>

1 Short term leaves of absence shall consist of the following: Emergency, legal, sick, personal, and  
2 professional leave.  
3

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#### Cross References

Emergency & Legal Leave 5.301  
Sick Leave 5.302  
Personal & Professional Leave 5.303  
Vacations and Holidays 5.310

# Hickman County Board of Education

Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>12/05/22</b>
	Rescinds: <b>5.301</b>	Issued: <b>10/05/20</b>

## 1 **EMERGENCY LEAVE**

2 An immediate supervisor may grant a certified employee emergency leave during the workday for a  
3 sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal  
4 leave,<sup>1</sup> sick leave or leave without pay. The employee who uses emergency leave shall confirm said  
5 leave on appropriate forms the day after returning to work.

6 Principals or administrative supervisors shall keep a tally of the amount of time individual employees  
7 are released under this policy and when the total time reaches one (1) day, the employee shall be  
8 charged with one (1) day of applicable leave.

## 9 **JURY DUTY**

10 When a teacher is summoned for jury duty s/he shall appear in court and specify a seven (7) day period  
11 within twelve months that s/he will be available for jury duty. The following procedures shall regulate  
12 the leave for jury duty for teachers:

- 13 1. The teacher shall present written evidence that s/he had been summoned to serve on a jury;  
14 and,
- 15 2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.<sup>2</sup>

## 16 **COURT APPEARANCES**

17 If an employee appears in state court because of a personal interest, whether as a plaintiff, defendant or  
18 witness<sup>3</sup> or voluntarily appears in behalf of family or friends, or when an employee is required to  
19 appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay  
20 shall be granted in accordance with the established board policies on leaves.

### 21 *Support Personnel*

22 Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or  
23 other documents which give reporting instructions to the immediate supervisor. The employee shall  
24 obtain a form indicating the days served and the court pay to be received from the court's clerk for  
25 submitting to the payroll office. The employee shall receive the usual compensation less the amount  
26 paid by the court.

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Legal References

1. TCA 49-5-711(c)
2. TCA 22-4-106(b)
3. TCA 16-15-708; TCA 24-2-109

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Cross References

Short Term Leaves of Absence 5.300

# Hickman County Board of Education

Descriptor Term: <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>12/05/22</b>
	Rescinds: <b>5.302</b>	Issued: <b>11/02/20</b>

## 1 LICENSED PERSONNEL

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

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

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
9 by the director of schools and shall promptly be given to the immediate supervisor in support of all  
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A certificate from the physician on forms furnished by the Board may be required in support of any  
12 claim for sick leave pay.<sup>1</sup>

13 In case of doubt, the Board of Education shall have final authority as to who is entitled to leave under  
14 this section and the time for which the leave may be allowed.<sup>3</sup>

15 A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days  
16 which such teacher may accumulate during the remainder of the school year in which he is employed.  
17 Such advance use of sick leave shall be charged to sick leave accumulated in the same school year.<sup>4</sup>

18 Upon termination of the employment of such teacher-before-such-days are earned or at the end of the  
19 school year, there shall be deducted from the final salary of each teacher an amount based on his daily  
20 rate of pay sufficient to cover the excess sick leave days used by him and if such final salary is  
21 insufficient for this purpose the teacher shall be liable for reimbursement of any amount in excess of  
22 his final salary.<sup>4</sup>

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

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

28 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
29 school system, provided that the director of schools of the system in which the accumulated leave was  
30 held provides notarized verification.<sup>1</sup>

1 **SUPPORT PERSONNEL**

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

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

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

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

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

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

11 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
12 school system, provided that the director of schools of the system in which the accumulated leave was  
13 held provides notarized verification.<sup>1</sup>

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Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811

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Cross References

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

# Hickman County Board of Education

Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>12/05/22</b>
	Rescinds: <b>5.303</b>	Issued: <b>11/02/20</b>

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and  
2 rules and regulations of the State Board of Education.

3 Certified employees shall earn personal and professional leave at the rate of one day for each half-year  
4 employed for a total of two (2) days per year. Employees may have their days of personal leave prior  
5 to having earned it. Any personal and professional leave remaining unused at the end of a year shall be  
6 credited to sick leave.<sup>1</sup>

7 If, at the termination of services, any employee has been absent for more days than leave has been earned,  
8 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary  
9 payment.<sup>2</sup>

10 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 11 1. Except in emergency, each employee shall give the principal at least one day's notice in  
12 writing of intent to take leave;
- 13 2. The approval of the principal of the school shall be required:<sup>3</sup>
  - 14 a. If more than ten percent (10%) of the teachers in any given school request its use  
15 on the same day;
  - 16 b. If requested during any prior established student examination period;
  - 17 c. If requested on the day immediately preceding or following a holiday or vacation  
18 period.
  - 19 d. If personal leave is requested for days scheduled for professional development or  
20 in-service training, according to a school calendar adopted by the Board prior to  
21 the commencement of the school year; or
  - 22 e. If personal leave is requested for days scheduled for parent-teacher conferences,  
23 according to a school calendar adopted by the Board prior to the commencement  
24 of the school year.

27 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
28 meetings relating to school business or serving on boards and commissions which meet during daytime  
29 hours when appointed by a mayor, city council, county executive or county commission.<sup>4</sup>

30 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

31 In addition, certified employees shall be granted leave to serve on any board or commission of the state  
32 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted  
33 against any other accumulated leave credits. The employee shall notify the principal at least five (5)  
34 days prior to leave being taken.

- 1 Support Personal may use two (2) leave days per school year as "personal leave". Personal leave may
- 2 be used for religious holidays, deaths not covered by sick leave, civic duties, personal business, or for
- 3 attendance of professional meetings excluding optional in-service meetings).

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Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

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Cross References

Short Term Leaves of Absence 5.300  
Legislative Leave 5.309

# Hickman County Board of Education

Descriptor Term: <b>Long-Term Leaves of Absence for Professional Personnel</b>	Descriptor Code: <b>5.304</b>	Issued Date: <b>12/05/22</b>
	Rescinds: <b>5.304</b>	Issued: <b>11/02/20</b>

1 Any person holding a position requiring a license to teach shall be granted leave for military service,  
2 legislative service, maternity, adoption, recuperation of health, educational improvements or other  
3 sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits.<sup>1</sup> All  
4 leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the  
5 director of schools. The 30-day notice may be waived or reduced by the director of schools upon  
6 submission of a certified statement by a physician. The application for leave forms shall require:

- 7 1. A description of the type of leave requested;
- 8 2. The requested dates for beginning and ending the leave; and
- 9 3. A statement of intent to return to the position from which leave is granted.<sup>1</sup>

10 Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each  
11 applicant shall be notified in writing of the action of the director and the beginning and ending dates of  
12 the leave which is granted.<sup>2</sup> All leaves, except military leave, shall be from a specific date to a specific  
13 date. However, any leave may be extended by the director of schools upon written request from the  
14 teacher. Military leave shall be granted for whatever period may be required. The procedure and  
15 condition for extending a leave are the same as those used when originally requesting and granting the  
16 leave.<sup>3</sup>

17 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim  
18 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim  
19 teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be  
20 placed in the same or a comparable position upon return.<sup>4</sup>

21 Part-time leaves may be granted by the director of schools upon written request for the same conditions  
22 as for full-time leave.

23 Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of  
24 return if the teacher does not intend to return to the position from which he/she is on leave. Failure to  
25 give such notice shall be considered breach of contract.<sup>5</sup>

## 26 PAY AND BENEFITS

27 All leave granted in conformance with this policy shall be without pay except as may be covered by  
28 sick leave in the case of maternity and recuperative leaves. All benefits provided by the Board  
29 terminate at the beginning date of the leave. Employees shall have the opportunity to continue  
30 participation, at their own expense, in group insurance plans subject to restrictions of the insuring  
31 carriers.

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Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706

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Cross References

- Family and Medical Leave 5.305
- Military Leave 5.306
- Physical Assault Leave 5.307
- Sabbatical Leave 5.308
- Legislative Leave 5.309
- Interim Employees 5.700

# Hickman County Board of Education

Descriptor Term:

## Long-Term Leaves of Absence for Support Personnel

Descriptor Code:  
5.3041

Issued Date:  
12/05/22

Rescinds:  
5.3041

Issued:  
10/05/20

### 1 LONG TERM LEAVES OF ABSENCE

2 Support personnel shall be granted a long term leave of absence for sufficient reason without pay or  
3 loss of accumulated leave credits. All leaves shall be requested in writing at least thirty (30) days in  
4 advance on forms provided by the director of schools upon submission of a certified statement by a  
5 physician. The application for leave forms shall require:

- 6 1. A description of the type of leave requested:
- 7 2. The requested dates for the beginning and ending the leave; and
- 8 3. A statement of intent to return to the position from which leave is granted.<sup>1</sup>

9 Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each  
10 applicant shall be notified in writing of the action of the director and the beginning and ending dates of  
11 the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific  
12 date. However, any leave may be extended by the director of schools upon written request. Military  
13 leave shall be granted for whatever period may be required. The procedure and condition for  
14 extending a leave are the same as those used when originally requesting and granting the leave.

15 Part-time leaves may be granted by the director of schools upon written request for the same conditions  
16 as for full-time leave.

17 Any employee on leave shall notify the director of schools at least thirty (30) days prior to the date of  
18 return if the employee does not intend to return to the position from which he is on leave.

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#### Legal References

1. TCA 49-5-702

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#### Cross References

Family and Medical Leave 5.305  
Military Leave 5.306  
Physical Assault Leave 5.307  
Sabbatical Leave 5.308  
Legislative Leave 5.309  
Interim Employees 5.700

# Hickman County School System

## Long Term Leaves of Absence and Long Term Leave of Absence for Support Personnel

5.304AP & 5.3041AP

Hickman County Schools Request for Long-Term Leave of Absence

**NOTE: There is not a form for short term leave of absence.**

I hereby request a long-term leave of absence from my duties as \_\_\_\_\_

\_\_\_\_\_ in the \_\_\_\_\_

School.

Reason: \_\_\_\_\_

Type of Leave: \_\_\_\_\_ Personal \_\_\_\_\_ Sick

Number of requested sick days to use: \_\_\_\_\_

Number of days of Paid Leave \_\_\_\_\_

Number of days without Pay \_\_\_\_\_

I understand that I forfeit my rights if I fail to proceed according to this request. I shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if I do not intend to return to this position. I understand failure to render such notice may be considered a breach of contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
Director of Schools

Date: \_\_\_\_\_

# Hickman County Board of Education

Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>08/07/23</b>
	Rescinds: <b>5.305</b>	Issued: <b>12/05/22</b>

## 1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least  
3 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of  
4 FMLA eligibility<sup>1</sup>) during the previous twelve-month period.<sup>2</sup>

## 5 GENERAL PRINCIPLES

6 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar  
7 year for the following reasons:

- 8 1. the birth of a child;
- 9 2. the placement of a child with the employee for adoption or foster care;
- 10 3. a serious health condition of the employee that makes the employee unable to perform the essential  
11 functions of his or her job position;
- 12 4. the care of a spouse, child, or parent of the employee who has a serious health condition; and
- 13 5. any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on  
14 covered active duty, or has been notified of an impending call or order to covered active duty, in the  
15 Armed Forces.

16 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal  
17 and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall  
18 run concurrently with and be counted toward the employee's total period of FMLA leave.

## 19 MATERNITY/PATERNITY LEAVE

- 20 1. *Relationship between FMLA leave and Tennessee Maternity Act leave*- FMLA leave shall run  
21 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees  
22 leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a  
23 newborn child.<sup>3</sup>
- 24 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity  
25 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave  
26 for maternity leave purposes. In order to be eligible to use sick leave, written request of the  
27 teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be  
28 submitted. Upon verification by a written statement from an adoption agency or other entity  
29 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a  
30 child. If both adoptive parents are teachers employed by the district, however, only one (1)  
31 parent is entitled to use such leave.<sup>4</sup>
- 32 3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve  
33 (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and  
34 care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who  
35 has a serious health condition. Under certain circumstances, spouses who share leave for the birth or

1 adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA  
2 reasons.<sup>5</sup>

3 4. *Paid Parental Leave* – Understate law, an additional six (6) work weeks of paid leave is available  
4 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An  
5 eligible employee taking leave under this provision shall not be required to utilize any other type  
6 of accrued leave during this period. Eligible employees include teachers, principals, supervisors,  
7 or other individuals required by law to hold a valid license of qualification for employment who  
8 have been employed with a school district full time for at least twelve (12) consecutive months.  
9

10 Employees shall provide notice to the school district thirty (30) days prior to the intended use of  
11 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,  
12 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid  
13 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be  
14 used within twelve (12) months of the qualifying event. The leave shall run concurrently with  
15 FMLA leave.<sup>6</sup>

16 **LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>**

17 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable  
18 to work because of a serious health condition or to care for an immediate family member with a serious health  
19 condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees  
20 shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical Leave. If the  
21 leave is foreseeable, the employee shall give thirty (30) days’ notice. If the leave is not foreseeable, the employee  
22 shall notify Human Resources as soon as practicable—generally, either the same or next business day.

23 **LEAVE FOR MILITARY FAMILY MEMBERS**

24 1. *Qualifying Exigency Leave<sup>8</sup>* - Eligible employees are entitled to up to twelve (12) workweeks of leave  
25 because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of  
26 the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call  
27 to active duty, or has been notified of an impended call to active duty status, in the Armed Forces.  
28 Qualifying exigencies may include:

- 29 a. issues arising from the service member’s short notice deployment;
- 30 b. military events and related activities (e.g. official ceremonies, support programs);
- 31 c. making or updating financial and legal arrangements, attending counseling;
- 32 d. taking up to fifteen (15) days leave to spend time with a covered service member who is on  
33 short-term rest and recuperation leave during deployment; or
- 34 e. attending post-deployment activities.

35  
36 2. *Military Caregiver Leave<sup>9</sup>*- An eligible employee who is the spouse, son, daughter, parent, or next of kin  
37 of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-  
38 six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current  
39 member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing  
40 medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the  
41 temporary disability retired list, for a serious injury or illness.

42  
43 A covered veteran is an individual who was a member of the Armed Forces at any time during the period  
44 of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious  
45 injury or illness who is currently receiving medical treatment, recuperation, or therapy.  
46

1 The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8,  
2 2013. The "single twelve (12) month period" for leave to military caregiver leave begins on the first day  
3 the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited  
4 to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member.  
5 The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave  
6 that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care,  
7 for care of a parent who has a serious health condition, or for the employee's own serious health condition.

## 8 INTERMITTENT LEAVE<sup>10</sup>

9 Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill  
10 family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly  
11 adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for  
12 planned medical treatment and the employee would be on leave for greater than 20% of the total number of  
13 working days in the period during which the leave would extend, the school may require that such employee elect  
14 either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical  
15 treatment or to transfer temporarily to an available alternative position offered by the school system for which the  
16 employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of  
17 leave.

## 18 RESTRICTIONS

### 19 1. Notice Requirements

- 20 a. *Employee Notice*<sup>11</sup>- For foreseeable leave, the employee shall provide the director of schools with  
21 at least thirty (30) days written notice before the beginning of the anticipated leave.  
22  
23 b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the  
24 director of schools/ designee shall notify the employee within three (3) business days (absent  
25 extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation  
26 leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA  
27 leave.<sup>12</sup> The notice may be given orally or in writing. If the notice is oral, it shall be confirmed  
28 in writing, no later than the following pay day.<sup>13</sup>

### 29 2. Certification Requirement<sup>14</sup>

- 30 a. The director may require that a request for leave be supported by certification issued by a health  
31 care provider with the following information:  
32 i. the date on which the serious health condition commenced;  
33 ii. the probable duration of the condition;  
34 iii. the appropriate medical facts within the knowledge of the health care provider  
35 regarding the condition; and  
36 iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or  
37 parent and an estimate of the amount of time that such employee is needed.  
38  
39 b. If there is any reason to doubt the validity of the certification provided, the director may require,  
40 at the expense of the school system, an opinion of a second health care provider.

### 41 3. Period Near the End of an Academic Term (Professional Employees)<sup>15</sup>

- 42  
43 a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools  
44 may require the employee to continue taking leave until the end of the term if the leave is at  
45 least three (3) weeks of duration and the return of employment would occur during the three (3)  
46 week period before the end of the term.  
47  
48

- 1           b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require  
 2           the employee to continue taking leave until the end of the term if the leave is greater than two (2)  
 3           weeks duration and the return to employment would occur during the two (2) week period before  
 4           the end of the term.

## 5   **REQUIREMENTS OF THE BOARD**<sup>16</sup>

- 6           1. The employee shall be restored to the same position of employment or an equivalent position with no  
 7           loss of benefits, pay, or other terms of employment.
- 8           2. The employee shall be kept under any group health plan for the duration of the leave.
- 9           3. The board may recover the premium paid under the following conditions:  
 10           a. the employee fails to return from leave after the period of leave has expired.  
 11           b. the employee fails to return to work for a reason other than the continuation, recurrence, or  
 12           onset of a serious health condition or other circumstances beyond the control of the employee.

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### Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

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### Cross References

- Sick Leave 5.302  
 Long-Term Leaves of Absence 5.304

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Use of Emotional Support Dogs</b>	Descriptor Code: <b>3.218.2</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

## General:

The Hickman County School District recognizes the importance of creating a positive and supportive learning environment for all students, staff members, and visitors. We believe that the presence of an AKC (American Kennel Club) trained dog can provide numerous benefits to our school community, including enhancing the school culture, increasing attendance, and boosting morale among students and staff members. This policy outlines the guidelines for the use of an AKC trained dog in each school in the Hickman County School District.

## Policy:

1. Each school in the Hickman County School District may have an AKC trained dog on the premises to support the school culture, encourage attendance, and boost morale among students and staff members. There shall be a limit of one dog per school campus.
2. The dog must be trained and certified by ~~the American Kennel Club (AKC)~~ **an agency approved by The American Kennel Club** as a good citizen.
3. The dog handler ~~must be a staff member or volunteer who has completed~~ **must complete** a dog safety training program approved by the school district.
4. The dog must be current on all vaccinations and have regular check-ups by a licensed veterinarian. The dog must be at least two years of age.
5. The dog must be clean, well groomed, in good health, and housebroken.
6. The dog must be on a leash at all times while on school premises.
7. The dog may only interact with students or staff members with permission from the dog handler and under the supervision of the dog handler or a designated school staff member.
8. A ~~permission form~~ letter will be sent home ~~at the start of each school year~~ for parents and guardians to ~~check for~~ **alert the school of** allergies and **to** express any concerns regarding the school dog.
9. ~~The school district will provide accommodations for students with disabilities who require the use of a service dog in compliance with federal laws, including the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA).~~
10. ~~The school district will not be responsible for any injuries or damages caused by the dog, and~~ The dog handler will be responsible for any damages caused by the dog.
11. The use of all AKC trained dogs in the Hickman County School System will be managed and overseen by the Coordinated School Health Program. The dog handler

1 must apply to the Principal and Director of Schools for approval, and reapply every 5 3  
2 years. The Director of Schools shall approve each dog on a case by case basis, and  
3 provide notification to the Board when approved.

#### 4 **Supervision and Care**

5  
6 The Handler is solely responsible for the supervision and care of the dog, including any  
7 feeding, exercising, and clean up while the animal is in a school building or on school  
8 property. The school district is not responsible for providing any care, supervision, or  
9 assistance for an AKC trained dog.

#### 10 11 **Authorized Area(s)**

12  
13 The Handler shall only allow the dog to be in areas in school buildings or on school property  
14 that are authorized by Coordinated School Health and shall not be in areas where a parent  
15 noted a concern or an allergy. ~~on the permission form.~~

#### 16 17 **Insurance**

18  
19 The Hickman County School system provides liability coverage for injuries sustained by the  
20 dog through HCSS insurance provider.

#### 21 22 **Exclusion and Removal from School**

23  
24 A school dog may be excluded from school property and buildings if:

- 25  
26
- 27 1. A Handler does not have control of the dog;
  - 28 2. The dog is not housebroken;
  - 29 3. The dog presents a direct and immediate threat to others in the school; or
  - 30 4. The animal's presence otherwise interferes with the educational process. The Handler  
31 shall be required to remove the dog from school premises immediately upon such  
32 determination by the Principal **and/or Director of Schools**.
- 33

#### 34 **Allergic Reactions**

35  
36 If any student or school employee assigned to a classroom in which a dog is permitted  
37 suffers an allergic reaction, the Handler will be required to remove the animal to a different  
38 location.

39

1  
2

### **Federal Laws Regarding Service Dogs for Students with Disabilities:**

3 The Hickman County School District is committed to complying with federal laws regarding  
4 service dogs for students with disabilities. The Americans with Disabilities Act (ADA) and the  
5 Individuals with Disabilities Education Act (IDEA) require schools to make reasonable  
6 accommodations for students with disabilities who require the use of a service dog. If your  
7 child requires the use of a service dog, please contact the school administration to discuss  
8 the accommodations that will be provided.

### **Conclusion:**

10 The use of an AKC trained **emotional support** dog in the Hickman County, TN school district  
11 will provide a positive and welcoming environment for students and staff members, while also  
12 complying with all applicable laws and regulations. The district will take all necessary steps to  
13 ensure the proper care and training of the dog, as well as provide accommodations for  
14 students with disabilities who require the assistance of a Service Dog.



# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS Boys Soccer

Account Number \_\_\_\_\_

Proposed fundraising activities: Krispy Kreme Doughnuts

Purposed Uses of funds raised: Referee fees & supplies

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

Method by which school will receive profit: Cash & Check

Requested by: Wendell Gordon Head Coach 12-18-2024  
Name/Title Date

Acknowledge by: [Signature] 12/18/24  
Bookkeeper Date

Approved by: [Signature] 12/18/24  
Principal Date

Approved by: [Signature] 12/18/24  
Director of Schools\* Date

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



## SCHOOL SUPPORT ORGANIZATIONS PROPOSED FUNDRAISING ACTIVITIES

(Pursuant to Section 49-2-604, TCA,  
To be submitted prior to scheduling any fundraising activity.)

IN COMPLIANCE WITH SCHOOL BOARD POLICY 2.404 AND TCA SECTION 49-2-601 ET SEQ.,  
OUR SCHOOL SUPPORT ORGANIZATION SUBMITS THIS PROPOSED FUNDRAISING ACTIVITY  
FOR THE DIRECTOR'S APPROVAL. WE REALIZE THAT THE DIRECTOR SHALL CONSIDER, AT A  
MINIMUM, THE FOLLOWING WHEN APPROVING OR DENYING A REQUEST BY A SCHOOL  
SUPPORT ORGANIZATION TO ENGAGE IN A FUNDRAISING ACTIVITY:

- 1) Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within the district, and
- 2) Whether the fundraising activity is consistent with the goals and mission of the school and/or the school district.

The undersigned submits that this fundraising activity is consistent with the goals and mission of the school and/or the school district, as well as the organization's mission, goals, and objectives.

ORGANIZATION: East Hickman Marching Eagles

DATE OF PROPOSED FUNDRAISING 2024-2025

PROPOSED FUNDRAISING ACTIVITY: Lead cup sales at ~~Basket~~ Ball games and other sporting events.

*Out Door 8/20/24*

PROPOSED USES OF FUNDS RAISED: Band camp in 2025

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:  
we had some at football games already this year.

REQUESTED BY Shawn Fitzgerald  
Signature/Title

DATE 11/18/24

REVIEWED BY [Signature]  
School Principal/Designee

DATE 11/21/24

APPROVED BY John Mullins  
Director of Schools/Designee

DATE 11/24/24

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name East Hickman High School Baseball

Account Number 608

Proposed fundraising activities: Coaches/Players Pre-sale Boston Butts to fans, family, friends, community

Purposed Uses of funds raised: Facility Upgrades, gameday operations/equipment, dirt to add to infield, potential new batting cage for batting practice.

Expected Student involvement (school-wide or specific school organization): Baseball Program involvement (Coaches, Players, Player's families)

Method by which school will receive profit: Cash/Check

Requested by: Colton Hunt/Coach  
Name/Title

1/7/25  
Date

Acknowledge by: [Signature]  
Bookkeeper

1/7/25  
Date

Approved by: [Signature]  
Principal

1/7/25  
Date

Approved by: [Signature]  
Director of Schools\*

1/7/25  
Date

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCHS Baseball

Proposed fundraising activities: \$ 20 donations

Purposed Uses of funds raised  
Umpires, field equipment, paint, baseball equipment

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

Baseball Team

Method by which school will receive profit Cash & Check

Requested by Cody A. Oak / Head Coach Date 12-3-24  
Name/Title

Approved by Roby Emerson Date 12-5-24  
Principal

Approved by John Mullen Date 12-9-24  
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.

DOUG LANE  
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS  
6419 Rice Ln., Lyles, TN 37098

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

TABITHA CUDE  
4141 Lewis Rd., Centerville, TN 37033



**John Mullins**  
Superintendent of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

CHRISTY MAYS  
450 Hwy 50, Centerville, TN 37033

SHERRI BAKER  
9037 E 40 Rd., Bon Aqua, TN 37025

JANE HERRON  
PO Box 13, Nunnely, TN 37137

**School Support Organization  
Request For Fundraising Activities**

Organization Book Club

Proposed Fundraising Activity Valentine's Balloon Sale

Date(s) 1/20 - 2/14

Location(s) HCHS

Requested By Kristin Carter 1/6/24  
President/Chair of Organization Date

Recommended By Robyn Emerson 1-7-24  
Principal Date

Approved John Mullins 1-7-24  
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 Rewards

Proposed fundraising activities: Social Event (Annual Ho, Ho, Ho Down) Friday, Dec. 13, 2024

Purposed Uses of funds raised

Rewards for Students & Teachers

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

School-wide (those that want to attend)

Method by which school will receive profit Currency

Requested by Mehdi Dabli Date 12/2/24  
Name/Title

Approved by Ima S. Shepp Date 12-2-24  
Principal

Approved by John Muller Date 12-2-24  
Director of Schools\*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Valentine Crush & Candy grams

Purposed Uses of funds raised Teacher Appreciation Gifts/  
Lunch

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

Method by which school will receive profit US Currency

Requested by Amanda L. Mackey / Assistant Date 1/7/25  
Name/Title

Approved by Jana S. Stepp Date 1-7-25  
Principal

Approved by John Mullins Date 1-8-25  
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: Softball

Proposed Fundraising Activities: Sponsorship Banners

Proposed Uses of Funds Raised: Scoreboard, Uniforms,  
Supplies

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

Baseball — Softball

Method by which school will receive profit: check

Requested by (Name/Title): Chris Lambert - Coach Date: 12-5-24

Approved by (Principal): Jana Willis Date: 12-5-24

Approved by (Director of Schools): John Mullins Date: 12-5-24

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Pictures

Proposed fundraising activities: Fall & Spring pictures

Purposed Uses of funds raised

general needs of school

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

school wide

Method by which school will receive profit 10% amount of sales  
of pictures

Requested by Mollie Chesser AP Date 12-11-24  
Name/Title

Approved by [Signature] Date 12/11/24  
Principal

Approved by [Signature] Date 12/11/24  
Director of Schools\*

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### FUNDRAISER AUTHORIZATION

Proposed fundraising activity P.E. Funds Healthy Heart Challenge

Purpose of fundraiser Healthy heart challenge for American Heart Association / To buy P.E. Equipment

Fund/account name P.E.

Current balance of fund/account \$ 5,758.82 Date 12-2-24

Anticipated date(s) of fundraiser Beginning 12-03-24 Ending 12-19-24

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

Margin of profit (if applicable) \_\_\_\_\_

Method by which school will receive profit Online Donation

Requested by Abby Beard PE Teacher Date 12-2-24  
Name/Title

Approved by [Signature] Date 12/2/24  
Principal

Approved by John Mullin Date 12/09/24  
Director of Schools

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name School Store

Proposed fundraising activities: People can purchase/donate to individual teachers

Purposed Uses of funds raised Teachers will purchase classroom supplies

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

Method by which school will receive profit check from school store; teachers will receive gift cards

Requested by Rose Kerze Stites Date 12/17/24  
Name/Title

Approved by Rose Kerze Stites Date 12/17/24  
Principal

Approved by John Mullins Date 12-17-24  
Director of Schools\*

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Kick off February 7<sup>th</sup>

Exhibit 1

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name American Heart Association's Kids heart Challenge (PE)

Proposed fundraising activities: Kids Heart Challenge; whole body well being. heart-health and life saving skills.

Purposed Uses of funds raised  
American Heart Association. 10% give back to PE

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

East Hickman Elementary School

Method by which school will receive profit Check or VS Game  
Gift Certificates

Requested by Cole Keller / P.E.  
Name/Title

Date 12-5-24

Approved by Regha Coble  
Principal

Date 12/5/24

Approved by John Mullins  
Director of Schools\*

Date 12/5/24

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