

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---March 3, 2025

The Hickman county Board of Education met on March 3, 2025, at 6:30 PM in Central Office - Room 203.

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

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 March 3, 2025

Motion to approve the agenda for March 3, 2025 with one additional budget amendment on X.D.

Motion made by Tim Hobbs.

Motion seconded by Jane Herron.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VI. Regular Meeting Minutes for February 3, 2025

Motion to approve the Regular Meeting Minutes for February 3, 2025.

Motion made by Tabitha Cude.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

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Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VII. Special Recognition

A. Employee of the Month

VIII. Consent Agenda Items

Director Mullins: Series of emails about hiring in the system with regard to Drivers Education with the current teacher on leave - Nick Bentley has Drivers Ed qualifications, which means shifts will need to occur in physical education at CIS and CES. The job was offered to at least 5 applicants, all 5 declined. Mullins referred to several policies. Policy 5.7 allows for an employee to Motion to approve the consent agenda items.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: 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 **(will be attached on 2/28/25)**

D. ESSER Updates

E. Director's Monthly Attendance Report **(will be attached on 2/28/25)**

F. Family Engagement Policy and School-Parent Compacts for Title I Schools

IX. Overview of RUS-DLT Grant Application

X. Items Requiring Board Action

A. Trip Request

1. EHHS FBLA

Motion to approve EHHS FBLA trip.

Motion made by Tim Hobbs.

Motion seconded by Jane Herron.

Motion Result: Passed

Sherri Baker: Absent

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Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 6, Nay: 0, Absent: 1

2. HCHS FCCLA

Motion to approve HCHS FCCLA trip.  
Motion made by Tim Hobbs.  
Motion seconded by Jane Herron.  
Motion Result: Passed  
Sherri Baker: Absent  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 6, Nay: 0, Absent: 1

B. EHHS Prom Request

Motion to approve EHHS Prom Request.  
Motion made by Christy Mays.  
Motion seconded by Pippa Taylor.  
Motion Result: Passed  
Sherri Baker: Absent  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 6, Nay: 0, Absent: 1

C. HCHS Prom Request

Motion to approve HCHS Prom Request.  
Motion made by Tabitha Cude.  
Motion seconded by Pippa Taylor.  
Motion Result: Passed  
Sherri Baker: Absent  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 6, Nay: 0, Absent: 1

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D. Budget Ammendments

Motion to approve budget amendments as listed including the one added to the agenda.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

E. Approve Purchase of Pre-K Playground Equipment

Motion to approve purchase of pre-k playground equipment.

Motion made by Tim Hobbs.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

F. Board Policies

1. Revised Board Policies 4.600, 4.603, 5.118, 3.218.2 (2nd Reading)

Motion to approve revised board policies 4.600, 4.603, 5.118, 3.218.2 (2nd Reading).

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

2. Board Policies Review 5.600--5.700 ; 5.3052--5.310

Motion to approve the review X.F.2. Board Policies Review 5.600--5.700 ; 5.3052--5.310.

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Motion made by Doug Lane.  
Motion seconded by Tim Hobbs.  
Motion Result: Passed  
Sherri Baker: Absent  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 6, Nay: 0, Absent: 1

XI. Announcements

- A. Regular Board Meeting for April 7, 2025
- B. Board Work Session(s) in March - TBD (if necessary)

XII. Closing Comments

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

XIII. Adjourn

Motion to adjourn the meeting.  
Motion made by Tim Hobbs.  
Motion seconded by Pippa Taylor.  
Motion Result: Passed  
Sherri Baker: Absent  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 6, Nay: 0, Absent: 1



**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

**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

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

The Hickman County Board of Education will meet in regular session on Monday, March 3, 2025 at 6:30 p.m. in Room 203 of the Central Office Complex.

- 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 March 3, 2025
- VI. Regular Meeting Minutes for February 3, 2025
- VII. Special Recognition
  - A. Employee of the Month – Doug Lane
- 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. Family Engagement Policy and School-Parent Compacts for Title I Schools
- IX. Overview of RUS-DLT Grant Application—Director of Schools
- X. Items Requiring Board Action
  - A. Trip Request
    1. EHHS FBLA—Advisor and Students
    2. HCHS FCCLA—Advisor and Students
  - B. EHHS Prom Request—Sponsor and Students
  - C. HCHS Prom Request—Sponsor and Students
  - D. Budget Amendments—Business Officer
  - E. Approve Purchase of Pre-K Playground Equipment—Misty Shelton
  - F. Board Policies
    1. Revised Board Policy 4.600, 4.603, 5.118, 3.218.2 (2<sup>nd</sup> Reading)—Misty Shelton
    2. Board Policy Review 5.600—5.700 ; 5.3052—5.310—Misty Shelton
- XI. Announcements
  - A. Regular Board Meeting for April 7, 2025—Board Chair
  - B. Board Work Sessions in March – TBD (if necessary)
- XII. Closing Comments
  - A. Legislative Representatives
  - B. Board Chair, Board Members, Student Representatives and Director of Schools
- XIII. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 3, 2025

The Hickman county Board of Education met on February 3, 2025, at 6:30 PM in Central Office - Room 203.

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

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.

Brandon Tidwell states that Hickman County is in a staffing crisis when competing with surrounding counties. His appeal is to the board to consider teacher hiring.

Jack Morgan. HCHS. Successful production of 'Into the Woods' and 'High School Musical'. HCHS is a B-Rated school. There are 3 new teachers at the school. The band director is making strides. Recognized Ms. Taylor as a new member of the board. Voucher bill has passed.

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for February 3, 2025

Motion to approve the agenda for February 3, 2025.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

VI. Regular Meeting Minutes for December 9, 2024

Motion to approve Regular Meeting Minutes for December 9, 2024.

Motion made by Christy Mays.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

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Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

VII. Special Recognition

- A. Employee of the Month - January 2025
- B. Employee of the Month - February 2025
- C. Athletic Recognition
  - 1. EHMS Girls Cross Country
- D. HCHS JROTC Precision Air Rifle

VIII. Consent Agenda Items

Motion to accept the items on the consent agenda.  
Motion made by Sherri Baker.  
Motion seconded by Doug Lane.  
Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

- 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

Ms. Malugin provided a brief synopsis of the new app that will be purchased for the entire school system. It will manage the recording of the drills that occur in the school system. It will provide alerts if the app is on your phone. The district will be using it for accountability of faculty, staff, students, and administration. This will connect to Skyward. The feature also allows for reunification - it will check the license of a parent/guardian.

X. Items Requiring Board Action

HICKMAN COUNTY BOARD OF EDUCATION  
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A. Trip Request

1. HCHS JROTC

Motion to approve the HCHS JROTC trip in the Fort Knox area.

Motion made by Tim Hobbs.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

2. EHHS FFA

Motion to approve the EHHS FFA to attend the State Convention in Gatlinburg, TN.

Motion made by Christy Mays.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

3. HCHS FFA

Motion to approve the HCHS FFA trip to the State Convention in Gatlinburg, Tennessee.

Motion made by Doug Lane.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

B. Approve MOU - Opioid Funding for Behavioral Health

There is no matching financial obligation from Hickman County.

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Motion to approve the 1. hire of one additional team member with the approved grant received. (\$100,000) In addition, the outcomes will be measured from a 2. data tool. Part of the funding would go to this tool that allows for a multi-tiered system. 3. Intervention skills training will be provided in order to work with the Bernard Community Center particularly with the foster care system.

Motion made by Tim Hobbs.

Motion seconded by Jane Herron.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

C. Approve MOU - Opioid Funding for Prevention Now

Programs are based on peer to peer intervention. Student Ambassadors with the 'Nah, I'm Good' program about vaping. 6th grade was added this year. The program already included 3-5.

Move to Stand - 2 days at HCHS, EHHS. Students were nominated. Interactive program and challenges students to look at their attitude toward bullying.

Motion to approve the MOU (\$20,000) for Prevention Now with School Coordinated Health.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

D. Approve ISM Architect Contract

Part of the EMT garage will combine with the money from the barn build the 2 shops.

Motion to approve the ISM architect contract for 2 shop buildings at EHHS instead of building a barn. This is career tech grant money. Approximately, 1600 square feet per shop.

Motion made by Tim Hobbs.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

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Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

E. Approve Distance Learning & Telemedicine Grants

A million dollar grant, then a 15% match over the next 3 years, which is \$150,000. 10 telehealth carts, 1 LU, 90 interactive panels.

Motion to allow the pursuit of the Rural Distance Learning and Telemedicine Grants and then allot \$50,000 over 3 years to match the grant.

Motion made by Jane Herron.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

F. Approve Purchase of 1 - 77 Passenger School Bus

Motion to approve purchase of one 77 passenger school bus.

Motion made by Christy Mays.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

G. Budget Amendments

Motion to approve budget amendments 21, 22, 23, and 24.

Motion made by Tim Hobbs.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
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Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea

Yea: 7, Nay: 0

H. Board Policies

1. Revised Board Policies 4.600, 4.603, 5.118 (1st Reading)  
Motion to approve the revised board policies 4.600, 4.603, 5.118 (1st Reading).

Motion made by Jane Herron.  
Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea

Yea: 7, Nay: 0

2. Revised Board Policy 5.116 (2nd Reading)  
Motion to approve revised board policy 5.116 (2nd Reading).

Motion made by Tabitha Cude.  
Motion seconded by Christy Mays.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea

Yea: 7, Nay: 0

3. Board Policies Review 5.200--5.305  
Motion to approve the board policies for review 5.200--5.305.

Motion made by Doug Lane.  
Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea

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Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

XI. Discussion

A. Proposed/Draft Policy 3.218.2

Director Mullins addressed the changes in red that are noted in the proposed draft policy 3.218.2.

Line 8 add 'opt out'.

Line 1 and 11 remove AKC - general paragraph (line 7). Line 9 as well.

Policy has been reviewed.

Kara Hobbs reached out to Franklin School District. A need is for a back-up handler for the dog. Franklin School District pays the vet fees, vaccination, food, training - they purchased the dogs trained.

What is the cost per dog? \$16,000 for 8 dogs. Food is donated. Without a food donation, \$26,000 is the food cost.

A comment was made that teachers would be willing to train their own animals for use.

The state has a grant perhaps for next year 25-26.

Motion to approve the proposed draft policy 3.218.2 for the first reading.

Motion made by Tim Hobbs.

Motion seconded by Jane Herron.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

XII. Announcements

A. Regular Board Meeting for March 3, 2025

B. Propose date/time for Board Retreat

February 22, 8:30-12:00

Motion to adjourn.

Motion made by Doug Lane.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
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Yea: 7, Nay: 0

C. An updated Board photo will be taken after the meeting is adjourned.

XIII. Closing Comments

A. Legislative Representatives

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

XIV. Adjourn

Hickman County Finance  
 Payment Register By Account Control

<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>		
41002456	Allegra Print & Imaging	650	01/30/2025	141- -11140		\$173.00
41002457	Anderson, Belinda	8051	01/30/2025	141- -11140		\$255.08
41002458	Bluegrass Computer Systems,LLC	1030	01/30/2025	141- -11140		\$335.24
41002459	Ferrellgas	7446	01/30/2025	141- -11140		\$2,792.81
41002460	Gallaher & Associates, Inc.	7285	01/30/2025	141- -11140		\$802.50
41002461	Hickman Co Trustee	2722	01/30/2025	141- -11140		\$1,020.00
41002462	Hickman Co. General Sessions	2858	01/30/2025	141- -11140		\$831.35
41002463	Hickman County Trustee	2937	01/30/2025	141- -11140		\$377,687.71
41002464	Lexisnexis	3488	01/30/2025	141- -11140		\$1,049.36
41002465	Anderson, Lynne	8643	01/30/2025	141- -11140		\$147.40
41002466	Matrix Mechanical Solutions, LLC	7974	01/30/2025	141- -11140		\$3,121.64
41002467	Metropolitan Life	3677	01/30/2025	141- -11140		\$120.00
41002468	Soliant Health, LLC	8569	01/30/2025	141- -11140		\$550.13
41002469	Southern Tire Mart	6979	01/30/2025	141- -11140		\$904.50
41002470	Stellar Therapy Services, LLC	8260	01/30/2025	141- -11140		\$4,515.00
41002471	Swope Educational Consulting	5203	01/30/2025	141- -11140		\$3,600.00
41002472	Tennessee Farmers Life Insurance	5297	01/30/2025	141- -11140		\$750.00
41002473	Tennessee School Board Assoc.	61	01/30/2025	141- -11140		\$150.00
41002474	Town Of Centerville	5315	01/30/2025	141- -11140		\$1,666.44
41002475	Walmart	5868	01/30/2025	141- -11140		\$2,244.18
41002476	Water Authority Of Dickson Co.	5874	01/30/2025	141- -11140		\$659.03
<b>141 Total:</b>						\$403,375.37
<b>Bank Total:</b>						\$403,375.37
<b>Bank Payment Count:</b>						21

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>		
42000675	Hickman County Trustee	2937	01/30/2025	142-010-11140		\$3,168.60
					<b>142-010 Total:</b>	\$3,168.60
42000675	Hickman County Trustee	2937	01/30/2025	142-101-11140		\$11,469.11
					<b>142-101 Total:</b>	\$11,469.11
42000675	Hickman County Trustee	2937	01/30/2025	142-170-11140		\$1,495.68
					<b>142-170 Total:</b>	\$1,495.68
42000675	Hickman County Trustee	2937	01/30/2025	142-201-11140		\$1,489.66
					<b>142-201 Total:</b>	\$1,489.66
42000675	Hickman County Trustee	2937	01/30/2025	142-801-11140		\$262.96
					<b>142-801 Total:</b>	\$262.96
42000674	Chapter 13 Trustee	1265	01/30/2025	142-901-11140		\$180.00
42000675	Hickman County Trustee	2937	01/30/2025	142-901-11140		\$11,456.21
42000676	Pro-Ed, Inc	4324	01/30/2025	142-901-11140		\$521.40
42000677	Tennessee Farmers Life Insurance	5297	01/30/2025	142-901-11140		\$30.00
42000678	Wilson, Anita	7954	01/30/2025	142-901-11140		\$1,139.00
					<b>142-901 Total:</b>	\$13,326.61
42000675	Hickman County Trustee	2937	01/30/2025	142-911-11140		\$257.68
					<b>142-911 Total:</b>	\$257.68
					<b>Bank Total:</b>	\$31,470.30
					<b>Bank Payment Count:</b>	5

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>
43000436	American Fidelity Assurance Co	636	01/30/2025	143- -11140	\$1,131.53
43000437	Ameritas Life Insurance Corp.	7442	01/30/2025	143- -11140	\$64.62
43000438	Beam Insurance Administrators LLC	7435	01/30/2025	143- -11140	\$311.51
43000439	Hickman Co Trustee	2722	01/30/2025	143- -11140	\$1,408.89
43000440	Hickman County Trustee	2937	01/30/2025	143- -11140	\$16,896.52
43000441	Tennessee Farmers Life Insurance	5297	01/30/2025	143- -11140	\$25.00
<b>143 Total:</b>					<u>\$19,838.07</u>
<b>Bank Total:</b>					<u>\$19,838.07</u>
<b>Bank Payment Count:</b>					6

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002477	Allegra Print & Imaging	650	02/03/2025	141- -11140	\$435.19
41002478	Carter, David	1639	02/03/2025	141- -11140	\$145.60
41002479	McCarty, Donna	8664	02/03/2025	141- -11140	\$142.50
41002480	Rivers, Tracy L	4644	02/03/2025	141- -11140	\$152.20
41002481	STARS Nashville	8648	02/03/2025	141- -11140	\$9,446.91
41002482	Whitaker, Wesley	7554	02/03/2025	141- -11140	\$145.60
<b>141 Total:</b>					<u>\$10,468.00</u>
<b>Bank Total:</b>					<u>\$10,468.00</u>
<b>Bank Payment Count:</b>					6

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Hickman County Finance  
Payment Register By Account Control

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<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>
42000679	News-2-You	4175	02/03/2025	142-901-11140	\$218.68
<b>142-901 Total:</b>					\$218.68
<b>Bank Total:</b>					\$218.68
<b>Bank Payment Count:</b>					1

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>
41002483	American Fidelity Assurance	637	02/05/2025	141- -11140	\$14,099.49
41002484	American Fidelity Assurance Co	636	02/05/2025	141- -11140	\$74,302.31
41002485	American Fidelity Assurance Co	652	02/05/2025	141- -11140	\$7,012.40
41002486	County Of Hickman Misc Acct	1633	02/05/2025	141- -11140	\$53,144.70
41002487	Hickman County Trustee	2937	02/05/2025	141- -11140	\$45.78
41002488	Smith, Kimberly	5251	02/05/2025	141- -11140	\$212.20
<b>141 Total:</b>					<b>\$148,816.88</b>
<b>Bank Total:</b>					<b>\$148,816.88</b>
<b>Bank Payment Count:</b>					<b>6</b>

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>		
42000681	American Fidelity Assurance Co	636	02/05/2025	142-010-11140		\$290.28
					<b>142-010 Total:</b>	\$290.28
42000681	American Fidelity Assurance Co	636	02/05/2025	142-101-11140		\$1,715.24
					<b>142-101 Total:</b>	\$1,715.24
42000681	American Fidelity Assurance Co	636	02/05/2025	142-201-11140		\$237.60
					<b>142-201 Total:</b>	\$237.60
42000681	American Fidelity Assurance Co	636	02/05/2025	142-801-11140		\$59.76
					<b>142-801 Total:</b>	\$59.76
42000680	American Fidelity Assurance	637	02/05/2025	142-901-11140		\$300.00
42000681	American Fidelity Assurance Co	636	02/05/2025	142-901-11140		\$2,267.14
42000682	County Of Hickman Misc Acct	1633	02/05/2025	142-901-11140		\$167.48
					<b>142-901 Total:</b>	\$2,734.62
					<b>Bank Total:</b>	\$5,037.50
					<b>Bank Payment Count:</b>	3

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>
41002489	Ace Hardware	635	02/06/2025	141- -11140	\$416.32
41002490	Amazon	727	02/06/2025	141- -11140	\$479.99
41002491	Baker, Sherri	7798	02/06/2025	141- -11140	\$58.91
41002492	Barnes & Noble, Inc.	1211	02/06/2025	141- -11140	\$303.80
41002493	Bennett & DeCamp PLLC	8071	02/06/2025	141- -11140	\$838.50
41002494	Blackmon, Mikala	8717	02/06/2025	141- -11140	\$37.15
41002495	Bon Aqua Lyles Utility Distric	851	02/06/2025	141- -11140	\$2,229.50
41002496	Book Systems, Inc	873	02/06/2025	141- -11140	\$6,672.00
41002497	Brewer Chemicals & Equip, LLC	861	02/06/2025	141- -11140	\$420.00
41002498	Cross, Emily	1744	02/06/2025	141- -11140	\$123.20
41002499	Duley, L.C.S.W., Joe	1814	02/06/2025	141- -11140	\$2,405.00
41002500	Evans, Meghan	987	02/06/2025	141- -11140	\$135.80
41002501	Gross, Debbie	2675	02/06/2025	141- -11140	\$184.80
41002502	Harvill, Nancy	2758	02/06/2025	141- -11140	\$2,450.00
41002503	Hibbs, Polly	3038	02/06/2025	141- -11140	\$11.20
41002504	Jenkins, Michelle OTR/L	7423	02/06/2025	141- -11140	\$98.64
41002505	Kaplan	3381	02/06/2025	141- -11140	\$480.00
41002506	Karco Parts	3364	02/06/2025	141- -11140	\$163.95
41002507	Main Street Emporium	7541	02/06/2025	141- -11140	\$670.85
41002508	Meriwether Lewis Electric Coop.	3694	02/06/2025	141- -11140	\$47,963.45
41002509	Prince Hardware, LLC	4321	02/06/2025	141- -11140	\$2,078.65
41002510	Rietveid, Stephanie	993	02/06/2025	141- -11140	\$1,980.00
41002511	Roman A/V, LLC.	7045	02/06/2025	141- -11140	\$6,500.00
41002512	Soliant Health, LLC	8569	02/06/2025	141- -11140	\$1,731.88
41002513	SSC Service Solutions Compass Group USA, Inc.	4832	02/06/2025	141- -11140	\$61,839.56
41002514	Herrera, Tammy	8538	02/06/2025	141- -11140	\$39.20
41002515	Town Of Centerville	5315	02/06/2025	141- -11140	\$15,525.07
<b>141 Total:</b>					<b>\$155,837.42</b>
<b>Bank Total:</b>					<b>\$155,837.42</b>
<b>Bank Payment Count:</b>					<b>27</b>

Hickman County Finance  
Payment Register By Account Control

<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>
42000686	Mayberry, Kimberly D.	4108	02/06/2025	142-010-11140		\$225.82
<b>142-010 Total:</b>						\$225.82
42000683	Amazon	727	02/06/2025	142-101-11140		\$1,634.23
42000684	King, Dalton Chevelle	8498	02/06/2025	142-101-11140		\$182.00
42000687	Rochester 100 Inc.	4736	02/06/2025	142-101-11140		\$1,668.75
<b>142-101 Total:</b>						\$3,484.98
42000685	Hudgins, Jennifer Thrasher	3019	02/06/2025	142-201-11140		\$68.60
<b>142-201 Total:</b>						\$68.60
42000688	Wilson, Anita	7954	02/06/2025	142-901-11140		\$840.00
<b>142-901 Total:</b>						\$840.00
<b>Bank Total:</b>						\$4,619.40
<b>Bank Payment Count:</b>						6

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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>
43000442	Town Of Centerville	5315	02/06/2025	143- -11140	\$127.72
<b>143 Total:</b>					\$127.72
<b>Bank Total:</b>					\$127.72
<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>
41002516	County Of Hickman Misc Acct	1633	02/07/2025	141- -11140	\$182,922.32
41002517	Hickman Co Trustee	2722	02/07/2025	141- -11140	\$250,006.05
41002518	Hickman County Trustee	2937	02/07/2025	141- -11140	\$3,539.18
41002519	State Disbursement Unit	8524	02/07/2025	141- -11140	\$197.79
<b>141 Total:</b>					<u>\$436,665.34</u>
<b>Bank Total:</b>					<u>\$436,665.34</u>
<b>Bank Payment Count:</b>					4

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>
42000689	County Of Hickman Misc Acct	1633	02/07/2025	142-010-11140	\$385.38
42000690	Hickman Co Trustee	2722	02/07/2025	142-010-11140	\$103.40
<b>142-010 Total:</b>					\$488.78
42000689	County Of Hickman Misc Acct	1633	02/07/2025	142-101-11140	\$2,535.84
42000690	Hickman Co Trustee	2722	02/07/2025	142-101-11140	\$973.73
<b>142-101 Total:</b>					\$3,509.57
42000689	County Of Hickman Misc Acct	1633	02/07/2025	142-170-11140	\$352.87
42000690	Hickman Co Trustee	2722	02/07/2025	142-170-11140	\$39.50
<b>142-170 Total:</b>					\$392.37
42000689	County Of Hickman Misc Acct	1633	02/07/2025	142-201-11140	\$290.03
42000690	Hickman Co Trustee	2722	02/07/2025	142-201-11140	\$103.40
<b>142-201 Total:</b>					\$393.43
42000690	Hickman Co Trustee	2722	02/07/2025	142-801-11140	\$39.50
<b>142-801 Total:</b>					\$39.50
42000689	County Of Hickman Misc Acct	1633	02/07/2025	142-901-11140	\$963.37
42000690	Hickman Co Trustee	2722	02/07/2025	142-901-11140	\$1,150.10
<b>142-901 Total:</b>					\$2,113.47
<b>Bank Total:</b>					\$6,937.12
<b>Bank Payment Count:</b>					2

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Hickman County Finance  
Payment Register By Account Control

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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>
43000443	County Of Hickman Misc Acct	1633	02/07/2025	143- -11140	\$9,301.16

**143 Total:** \$9,301.16

**Bank Total:** \$9,301.16

**Bank Payment Count:** 1

Hickman County Finance  
 Payment Register By Account Control

<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>			
41002520	Amazon	727	02/10/2025	141- -11140		\$626.99	
41002521	Ameritas Life Insurance Corp.	7442	02/10/2025	141- -11140		\$5,933.28	
41002522	Beam Insurance Administrators LLC	7435	02/10/2025	141- -11140		\$11,887.26	
41002523	Central States Bus Sales, Inc.	1326	02/10/2025	141- -11140		\$3,071.36	
41002524	Communications Services, Inc.	1509	02/10/2025	141- -11140		\$446.00	
41002525	Cummins, Inc.	1749	02/10/2025	141- -11140		\$1,169.04	
41002526	East Hickman High School	2110	02/10/2025	141- -11140		\$5,945.81	
41002527	Gilbert Electrical Service	2456	02/10/2025	141- -11140		\$300.00	
41002528	Hickman County High School	2917	02/10/2025	141- -11140		\$2,312.71	
41002529	Hobbs, Kara	6361	02/10/2025	141- -11140		\$228.47	
41002530	Mid-South Bus Center, Inc	3706	02/10/2025	141- -11140		\$527.27	
41002531	O'Reilly Auto Parts	4265	02/10/2025	141- -11140		\$1,336.58	
41002532	Oriental Trading Co., Inc.	6258	02/10/2025	141- -11140		\$180.26	
41002533	Parent Institute, The	4328	02/10/2025	141- -11140		\$809.10	
41002534	Quill, LLC	4574	02/10/2025	141- -11140		\$149.87	
41002535	Warren, Shelby	8530	02/10/2025	141- -11140		\$400.00	
41002536	The King's Daughter's School	7928	02/10/2025	141- -11140		\$5,000.00	
41002537	Town Of Centerville	5315	02/10/2025	141- -11140		\$22,375.73	
<b>141 Total:</b>						\$62,699.73	
<b>Bank Total:</b>						\$62,699.73	
<b>Bank Payment Count:</b>						18	

Hickman County Finance  
Payment Register By Account Control

<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>
42000691	American Book Company	6348	02/10/2025	142-101-11140		\$2,791.60
42000692	Ameritas Life Insurance Corp.	7442	02/10/2025	142-101-11140		\$79.52
42000693	Beam Insurance Administrators LLC	7435	02/10/2025	142-101-11140		\$63.50
42000696	Scholastic, Inc.	4871	02/10/2025	142-101-11140		\$534.14
<b>142-101 Total:</b>						\$3,468.76
42000693	Beam Insurance Administrators LLC	7435	02/10/2025	142-170-11140		\$75.19
<b>142-170 Total:</b>						\$75.19
42000692	Ameritas Life Insurance Corp.	7442	02/10/2025	142-201-11140		\$36.00
42000693	Beam Insurance Administrators LLC	7435	02/10/2025	142-201-11140		\$42.33
42000694	Churchwell, David K.	7844	02/10/2025	142-201-11140		\$160.68
<b>142-201 Total:</b>						\$239.01
42000692	Ameritas Life Insurance Corp.	7442	02/10/2025	142-901-11140		\$89.46
42000693	Beam Insurance Administrators LLC	7435	02/10/2025	142-901-11140		\$60.95
42000695	NCS Pearson Inc.	4359	02/10/2025	142-901-11140		\$320.54
<b>142-901 Total:</b>						\$470.95
42000697	Trane U.S. Inc	5383	02/10/2025	142-933-11140		\$2,352.54
<b>142-933 Total:</b>						\$2,352.54
<b>Bank Total:</b>						\$6,606.45
<b>Bank Payment Count:</b>						7

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>
43000444	AT & T	7542	02/13/2025	143- -11140	\$110.83
43000445	Dt Mccall & Sons	1892	02/13/2025	143- -11140	\$569.99
43000446	Fesco	2399	02/13/2025	143- -11140	\$1,824.55
43000447	Fitts, Connie S.	185	02/13/2025	143- -11140	\$149.80
43000448	Gordon Food Service, Inc.	2488	02/13/2025	143- -11140	\$107,017.91
43000449	Murfreesboro Pure Milk Co, Inc.	7552	02/13/2025	143- -11140	\$1,653.60
43000450	Optimus Pest Solutions	47	02/13/2025	143- -11140	\$240.00
43000451	Pepsi Cola	6726	02/13/2025	143- -11140	\$1,501.29
43000452	Petrowski, Jera	4345	02/13/2025	143- -11140	\$60.30
43000453	Prairie Farms Dairy	18	02/13/2025	143- -11140	\$14,560.03
43000454	Prince Hardware, LLC	4321	02/13/2025	143- -11140	\$336.97
43000455	Quill, LLC	4574	02/13/2025	143- -11140	\$699.34
43000456	SNA Depository	4878	02/13/2025	143- -11140	\$156.00
43000457	Volco	5841	02/13/2025	143- -11140	\$5,865.71
<b>143 Total:</b>					<u>\$134,746.32</u>
<b>Bank Total:</b>					\$134,746.32
<b>Bank Payment Count:</b>					14

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>
41002538	AT & T	7542	02/13/2025	141- -11140	\$525.26
41002539	County Of Hickman Misc Acct	1633	02/13/2025	141- -11140	\$6,339.60
41002540	Collins, Kimberly D.	8725	02/13/2025	141- -11140	\$37.15
41002541	Republic Service, LLC #840	4739	02/13/2025	141- -11140	\$1,166.74
41002542	Tatzer, Andrew Karl	5678	02/13/2025	141- -11140	\$37.15
41002543	Town Of Centerville	5315	02/13/2025	141- -11140	\$7,674.90
41002544	UPS	8274	02/13/2025	141- -11140	\$101.06
41002545	Verizon Wireless	5823	02/13/2025	141- -11140	\$68.04
41002546	Visa	8268	02/13/2025	141- -11140	\$628.00
<b>141 Total:</b>					<b>\$16,577.90</b>
<b>Bank Total:</b>					<b>\$16,577.90</b>
<b>Bank Payment Count:</b>					<b>9</b>

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>
41002547	Amazon	727	02/24/2025	141- -11140	\$24,647.52
41002548	Anderson, Belinda	8051	02/24/2025	141- -11140	\$283.11
41002549	Apple, Inc.	774	02/24/2025	141- -11140	\$495.00
41002550	ASMS, LLC	646	02/24/2025	141- -11140	\$755.00
41002551	AT & T	7542	02/24/2025	141- -11140	\$621.59
41002552	Brewer, Robert G.	7665	02/24/2025	141- -11140	\$250.08
41002553	Daugherty, Tonya	7288	02/24/2025	141- -11140	\$179.56
41002554	Dean, Frank	2012	02/24/2025	141- -11140	\$141.00
41002555	Dickson Electric System	1806	02/24/2025	141- -11140	\$33,231.06
41002556	Ed's Supply, Inc.	2103	02/24/2025	141- -11140	\$412.16
41002557	Ferrellgas	7446	02/24/2025	141- -11140	\$1,758.78
41002558	Gallaher & Associates, Inc.	7285	02/24/2025	141- -11140	\$720.00
41002559	Interpreters Unlimited, Inc.	6501	02/24/2025	141- -11140	\$126.25
41002560	Pawlak, Mark	6426	02/24/2025	141- -11140	\$25.00
41002561	Pace Analytical National	2230	02/24/2025	141- -11140	\$710.20
41002562	Rj Young Company	4691	02/24/2025	141- -11140	\$4,548.32
41002563	RJ Young Company, LLC.	4605	02/24/2025	141- -11140	\$4,191.49
41002564	Roman A/V, LLC.	7045	02/24/2025	141- -11140	\$1,312.00
41002565	Shelton, Misty L.	375	02/24/2025	141- -11140	\$179.20
41002566	Soliant Health, LLC	8569	02/24/2025	141- -11140	\$1,242.88
41002567	Stellar Therapy Services, LLC	8260	02/24/2025	141- -11140	\$1,662.50
41002568	Tennessee Bureau Of Investigation	5491	02/24/2025	141- -11140	\$200.00
41002569	Trick-Tools	8665	02/24/2025	141- -11140	\$4,000.00
<b>141 Total:</b>					<b>\$81,692.70</b>
<b>Bank Total:</b>					<b>\$81,692.70</b>
<b>Bank Payment Count:</b>					<b>23</b>

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>
42000699	Rj Young Company	4691	02/24/2025	142-010-11140	\$254.12
42000700	RJ Young Company, LLC,	4605	02/24/2025	142-010-11140	\$254.12
<b>142-010 Total:</b>					\$508.24
42000698	Amazon	727	02/24/2025	142-101-11140	\$1,723.70
42000699	Rj Young Company	4691	02/24/2025	142-101-11140	\$189.48
42000700	RJ Young Company, LLC.	4605	02/24/2025	142-101-11140	\$189.48
<b>142-101 Total:</b>					\$2,102.66
42000698	Amazon	727	02/24/2025	142-801-11140	\$251.61
<b>142-801 Total:</b>					\$251.61
<b>Bank Total:</b>					\$2,862.51
<b>Bank Payment Count:</b>					3

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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>
43000458	Rj Young Company	4691	02/24/2025	143- -11140	\$336.83
43000459	RJ Young Company, LLC.	4605	02/24/2025	143- -11140	\$336.83
<b>143 Total:</b>					\$673.66
<b>Bank Total:</b>					\$673.66
<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

**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

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

Memorandum

To: Board Members  
From: John Mullins  
Date: 2/25/2025  
Re: March Director's Report

**Leave of Absence**

Professional

Madison Vivrett  
Mollie Chessor  
Jim Herron

Maternity Leave 3/11/2025--05/22/2025  
Medical Leave 1/28/2025--6/30/2025  
Medical Leave 1/23/2025--5/23/2025

Support Staff

**Hiring**

Professional

Luke Istre  
Kim Collins

HCMS Teacher  
EHMS Interim Teacher

Support Staff

Sheila Mays  
Janna Smithson

CES Sp. Ed. Pre-K Assistant  
CIS Assistant

**Resignation**

**Professional**

**Support Staff**

Donna Roberts

Bus Driver

**Retirement**

**Professional**

Dr. Eddie Boone

HCHS Teacher

**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  
 February 2025

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	(1,824,843.53)	60.17%	252,720.67	0.00	0.00%
40120	Trustee's Collections - Prior Year	65,000.00	(36,959.45)	56.86%	5,416.67	0.00	0.00%
40125	Trustee's Collections - Bankruptcy	500.00	(81.29)	16.26%	41.67	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(16,230.10)	34.53%	3,916.67	0.00	0.00%
40140	Interest And Penalty	15,000.00	(4,739.41)	31.60%	1,250.00	0.00	0.00%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,685.68)	42.14%	333.33	0.00	0.00%
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,535,177.00	(1,607,850.97)	63.42%	211,264.75	0.00	0.00%
40270	Business Tax	35,000.00	(6,195.83)	17.70%	2,916.67	0.00	0.00%
41110	Marriage Licenses	1,300.00	(817.00)	62.85%	108.33	0.00	0.00%
43570	Receipts From Individual Schools	30,000.00	(4,140.86)	13.80%	2,500.00	0.00	0.00%
43582	Community Service Fees - Adults	200.00	(56.10)	28.05%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	10,000.00	(350.00)	3.50%	833.33	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	(128.78)	0.43%	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	0.00	0.00%
44570	Contributions & Gifts	57,000.00	(62,000.00)	108.77%	4,750.00	0.00	0.00%
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	(14,924,043.00)	61.60%	2,019,051.50	0.00	0.00%
46515	Early Childhood Education	621,613.12	(116,706.28)	18.77%	51,801.09	0.00	0.00%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	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	1,720,907.63	(1.00)	0.00%	143,408.97	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	(101,309.82)	44.05%	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	(42,761.02)	23.37%	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>33,897,171.72</b>	<b>(18,831,294.86)</b>	<b>55.55%</b>	<b>2,824,764.31</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,197,689.80)	9,837,537.88	60.73%	(1,349,807.48)	1,360,383.45	100.78%
71150	Alternative Instruction Program	(297,165.00)	145,176.58	48.85%	(24,763.75)	16,364.76	66.08%
71200	Special Education Program	(4,004,979.12)	1,743,878.55	43.54%	(333,748.26)	272,422.14	81.63%

Hickman County Finance  
 Summary Financial Statement  
 February 2025

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	(1,856,941.87)	614,103.82	33.07%	(154,745.16)	102,259.04	66.08%
72110	Attendance	(221,255.00)	119,682.67	54.09%	(18,437.92)	13,443.78	72.91%
72120	Health Services	(865,892.00)	423,832.36	48.95%	(72,157.67)	55,869.85	77.43%
72130	Other Student Support	(1,254,128.00)	545,697.46	43.51%	(104,510.67)	77,414.34	74.07%
72210	Regular Instruction Program	(1,675,053.38)	781,240.50	46.64%	(139,587.78)	114,155.64	81.78%
72220	Special Education Program	(312,981.00)	176,299.66	56.33%	(26,081.75)	23,714.79	90.92%
72230	Career and Technical Education	(245,411.41)	109,438.27	44.59%	(20,450.95)	11,398.33	55.73%
72250	Technology	(463,782.00)	265,523.97	57.25%	(38,648.50)	13,638.26	35.29%
72290	Other Programs	(35,000.00)	26,390.84	75.40%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,803.00)	415,840.33	58.01%	(59,733.58)	2,563.85	4.29%
72320	Director Of Schools	(330,801.00)	184,258.57	55.70%	(27,566.75)	23,378.00	84.81%
72410	Office Of The Principal	(2,090,218.00)	966,275.94	46.23%	(174,184.83)	125,090.51	71.81%
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)	1,715,586.11	63.97%	(223,479.17)	202,682.49	90.69%
72620	Maintenance Of Plant	(1,421,686.41)	675,577.79	47.52%	(118,473.87)	69,386.68	58.57%
72710	Transportation	(2,242,651.18)	1,169,145.90	52.13%	(186,887.60)	251,020.85	134.32%
72810	Central And Other	(369,528.90)	83,336.21	22.55%	(30,794.08)	2,236.45	7.26%
73100	Food Service	(44,809.00)	0.00	0.00%	(3,734.08)	0.00	0.00%
73300	Community Services	(115,277.00)	49,392.37	42.85%	(9,606.42)	7,110.81	74.02%
73400	Early Childhood Education	(519,555.00)	226,783.55	43.65%	(43,296.25)	31,985.90	73.88%
76100	Regular Capital Outlay	(1,668,091.21)	47,327.00	2.84%	(139,007.60)	13,300.00	9.57%
	<b>Total Expenditures</b>	<b>(39,681,449.28)</b>	<b>20,322,326.33</b>	<b>51.21%</b>	<b>(3,306,787.44)</b>	<b>2,789,819.92</b>	<b>84.37%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(5,784,277.56)</b>	<b>1,491,031.47</b>	<b>25.78%</b>	<b>(482,023.13)</b>	<b>2,789,819.92</b>	<b>578.77%</b>

Hickman County Finance  
 Summary Financial Statement  
 February 2025

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	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	1,233,138.98	(434,596.46)	35.24%	102,761.58	0.00	0.00%
47143	Special Education - Grants To States	1,145,418.92	(417,023.72)	36.41%	95,451.58	0.00	0.00%
47145	Special Education Preschool Grants	50,692.08	(7,252.04)	14.31%	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	(35,293.72)	17.29%	17,010.81	0.00	0.00%
47309	COVID-19 Grant D	88,000.00	0.00	0.00%	7,333.33	0.00	0.00%
47401	American Rescue Plan Act Grant #1	1,638,423.78	(1,414,070.50)	86.31%	136,535.32	0.00	0.00%
47590	Other Federal Through State	182,439.57	0.00	0.00%	15,203.30	0.00	0.00%
<b>Total Revenues</b>		<b>4,736,797.78</b>	<b>(2,419,888.61)</b>	<b>51.09%</b>	<b>394,733.15</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(1,596,192.02)	1,058,564.39	66.32%	(133,016.00)	55,809.39	41.96%
71150	Alternative Instruction Program	(7,865.50)	7,675.20	97.58%	(655.46)	0.00	0.00%
71200	Special Education Program	(964,579.57)	437,957.58	45.40%	(80,381.63)	39,124.50	48.67%
71300	Career and Technical Education	(69,639.02)	52,711.87	75.69%	(5,803.25)	2,141.35	36.90%
72110	Attendance	(2,338.00)	2,335.10	99.88%	(194.83)	0.00	0.00%
72120	Health Services	(11,555.00)	10,392.10	89.94%	(962.92)	0.00	0.00%
72130	Other Student Support	(78,789.81)	60,988.29	77.41%	(6,565.82)	4,108.22	62.57%
72210	Regular Instruction Program	(991,588.95)	493,540.60	49.77%	(82,632.41)	31,455.00	38.07%
72220	Special Education Program	(375,579.16)	185,894.33	49.50%	(31,298.26)	24,707.97	78.94%
72230	Career and Technical Education	(7,589.30)	3,280.01	43.22%	(632.44)	0.00	0.00%
72250	Technology	(68,604.09)	147,488.84	214.99%	(5,717.01)	0.00	0.00%
72320	Director Of Schools	(3,549.50)	3,546.50	99.92%	(295.79)	0.00	0.00%
72410	Office Of The Principal	(17,343.00)	13,840.20	79.80%	(1,445.25)	0.00	0.00%
72610	Operation Of Plant	(265,092.49)	236,928.00	89.38%	(22,091.04)	2,352.54	10.65%
72620	Maintenance Of Plant	(8,245.50)	7,676.25	93.10%	(687.13)	0.00	0.00%
72710	Transportation	(54,180.00)	31,440.00	58.03%	(4,515.00)	1,022.00	22.64%
73100	Food Service	(73,389.50)	72,567.26	98.88%	(6,115.79)	0.00	0.00%
73300	Community Services	(2,393.00)	2,390.00	99.87%	(199.42)	0.00	0.00%
73400	Early Childhood Education	(6,904.00)	6,333.95	91.74%	(575.33)	0.00	0.00%
76100	Regular Capital Outlay	(14,443.99)	14,443.99	100.00%	(1,203.67)	0.00	0.00%
99100	Transfers Out	(116,936.38)	0.00	0.00%	(9,744.70)	0.00	0.00%
<b>Total Expenditures</b>		<b>(4,736,797.78)</b>	<b>2,849,994.46</b>	<b>60.17%</b>	<b>(394,733.15)</b>	<b>160,720.97</b>	<b>40.72%</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>430,105.85</b>	<b>100.00%</b>	<b>0.00</b>	<b>160,720.97</b>	<b>0.00%</b>

Hickman County Finance  
 Summary Financial Statement  
 February 2025

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	28,983.82	0.00%	0.00	0.00	0.00%
43522	Lunch Payments - Adults	28,498.00	(13,656.74)	47.92%	2,374.83	0.00	0.00%
43523	Income From Breakfast	2,969.00	(849.00)	28.60%	247.42	0.00	0.00%
43525	A La Carte Sales	225,000.00	(157,137.71)	69.84%	18,750.00	0.00	0.00%
43570	Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110	Investment Income	1,000.00	(158.90)	15.89%	83.33	0.00	0.00%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,700,000.00	(897,143.01)	52.77%	141,666.67	0.00	0.00%
47113	Breakfast	750,000.00	(331,696.93)	44.23%	62,500.00	0.00	0.00%
47114	USDA - Other	0.00	(3,892.57)	0.00%	0.00	0.00	0.00%
	<b>Total Revenues</b>	<b>2,707,467.00</b>	<b>(1,375,551.04)</b>	<b>50.81%</b>	<b>225,622.25</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>							
73100	Food Service	(3,248,963.00)	2,477,644.85	76.26%	(270,746.92)	84,652.23	31.27%
	<b>Total Expenditures</b>	<b>(3,248,963.00)</b>	<b>2,477,644.85</b>	<b>76.26%</b>	<b>(270,746.92)</b>	<b>84,652.23</b>	<b>31.27%</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(541,496.00)</b>	<b>1,102,093.81</b>	<b>203.53%</b>	<b>(45,124.67)</b>	<b>84,652.23</b>	<b>187.60%</b>

























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

Date: February 11, 2025

Re: Title I Schools Family Engagement Policy and School-Parent Compacts

To: Hickman County Board of Education Members and Director Mullins

In accordance with Board Policy 4.502, each Title I School in the District is to submit their Family Engagement Policy and School-Parent Compact for the Board and Director of School's review and comments.

Each Title I School developed plans FY 2024-25 at their last Leadership Meeting in April/May of 2024, and presented these plans at their annual school-wide Title I Meeting in August or September, for the 2024-25 school year. Schools provided time for feedback to be submitted. Any recommended changes were discussed at each school's first Leadership Meeting (which consists of parents, community representatives and school representatives).

The copy shared in this document are each school's revised and approved Family Engagement Policy and School-Parent Compact.

Respectfully,

Julia Thomasson  
Director of Federal Programs



## **East Hickman Elementary School-Parent/Family Compact 2024-2025**

**Date: September 5, 2024**

The School-Parent/Family Compact has outlined how parents, school staff, and students will share the responsibility for improving student academic achievement. The purpose of this compact is to develop a partnership to connect learning at home with learning at school.

### **East Elementary School teachers will strive to:**

- *Provide high quality curriculum and instruction to enable students to meet the state's academic achievement standards.*
- *Determine each student's educational needs and adjust instruction to accommodate those needs.*
- *Have high expectations for ourselves, students, and other staff members.*
- *Have an annual meeting to review the School-Parent/Family Compact and the school level Family Engagement Policy.*
- *Hold parent/teacher conferences twice a year and more often if needed or requested.*
- *Provide open lines of meaningful communication with students and parents.*
- *Provide frequent progress reports to parents.*
- *Provide reasonable opportunities for parents to volunteer at school.*
- *Show respect and care for all students and provide a safe environment.*

### **East Elementary School parent/guardians, will strive to:**

- *See that my child attends school regularly, is on time with his/her supplies, and is dressed in proper school attire.*
- *Monitor my child's homework.*
- *Check with my child for information sent home, promptly read it, and sign it.*
- *Attend school functions and parent/teacher conferences.*
- *Encourage the positive use of leisure time.*
- *Provide a quiet place for my child to complete homework assignments, study, and read.*
- *Communicate with the teacher frequently to find out how my child is doing in school.*
- *READ 20 minutes daily, either with your child or to them, to help support and encourage growth throughout the school year, including summer.*

**East Elementary School students will strive to:**

- *Come to school prepared with my homework, supplies, and dressed in proper school attire.*
- *Show respect for myself, my school, and other people.*
- *Work to resolve conflicts in positive, nonviolent ways.*
- *Work hard to do my best in class.*

**EAST HICKMAN ELEMENTARY**  
**Family Engagement Policy**  
**2024-2025**



East Hickman Elementary School involves families in our Family Engagement Policy in an organized, ongoing, and timely way. Families and parents are a vital part of our school leadership team. As a part of this team, families and parents are invited to monthly leadership meetings. During these meetings, parents are involved in the planning, review, and improvement of programs for Family Engagement and the Family Engagement Policy.

An annual meeting to which all families are invited will be held at the beginning of the school year to explain the Title I, Part A School-Wide Program. At this meeting, the program is explained and parents are encouraged to ask questions. Letters explaining the program will be sent home to those who were unable to attend the orientation. An additional meeting will be held to offer more flexibility.

East Hickman Elementary School makes the school level policy and plan available to the local community in a variety of ways, including a district website and an East Hickman Elementary School website, in the school office, and in our school handbook.

East Hickman Elementary School provides families with timely information about the school through: parent/family workshops, school-wide/grade level specific events, activities throughout the school year, and newsletters for parents and families. Upcoming events and other important information is provided on the district website, the school website, the digital sign located in the front of the school, phone calls, emails, class Dojo, and communication folders.

At the beginning of the year Open House, East Hickman Elementary School provides families with descriptions and explanations of the curriculum used at the school, the state standards being taught, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Families are also provided with individual student updates throughout the school year. Through RTI letters, Interventionists give updates to the students' families when there are any changes.

East Hickman Elementary School provides families with opportunities for regular meetings, if requested, to formulate suggestions, to participate in decisions relating to the education of their children, and to respond to any suggestions as soon as practically possible. Family members are invited to serve as members of the Leadership Team and share concerns. Parent-Teacher Conferences are held to inform the parent/guardian of their child's progress and to discuss any

# **EAST HICKMAN ELEMENTARY**

## **Family Engagement Policy**

**2024-2025**



concerns. Parents/Guardians may also request conferences as needed. Teachers provide email addresses, letters, accept phone calls, and assignment books/agendas or homework folders to keep in constant contact with parents.

For the upcoming 2024-2025 school year, parents and families will have several opportunities to assist in their child's learning and EHES will provide any needed assistance to parents. These include, but are not limited to: Open House, Kindergarten Orientation, Parent/Family Workshops, Family Reading/Math Night, and Parent-Teacher Conferences.

East Hickman Elementary uses the following methods to communicate to the families in a language they understand: School-Parent/Family Compacts, invitations and reminders to workshops and events, academic brochures, and ClassDojo.

East Hickman Elementary School revises the School-Parent/Family compact during our annual School-wide Leadership Committee meeting in the fall. The committee, composed of a supervisor, administrators, teachers, parents, and community members are presented with the compact and asked to review and improve its effectiveness. It is distributed to all students and their families at the beginning of the school year or at registration. The importance of this document is also discussed at our annual Orientations and Open Houses.

# East Hickman Intermediate School

## Parent and Family Engagement Policy

### The Purpose

EHIS's Parent & Family Engagement Policy was constructed to encourage family engagement, create a common vision among children, families, teachers, community members, and administrators.

### The Plan

**Standard 1: Welcoming ALL Families** We want to welcome and value families, teachers, and administrators in the planning, revision, and carrying out of programs, communication, and meetings to make the atmosphere at EHIS a positive, welcoming, and safe learning environment. We have phone conferences when needed, two scheduled Parent-Teacher conferences with childcare provided, and annual 504 and IEP Meetings. We have Open House/Orientation, Family Nights, and Eagle Strut. Leadership Committees meet monthly. Families may access and/or communicate through EHIS's website, electronic marquee, Facebook, Remind, Skylert, Skyward, cell phone texts, email messages, newsletters, and surveys.

**Standard 2: Communicating Effectively** We include technical assistance for readily available communication for families, teachers, community members, administrators and staff. Families receive communications via EHIS's website, electronic marquee, Facebook, Remind, Skylert, Skyward, email messages, cell phone texts, and every-nine-week phone calls. Information related to school programs, meetings, and other activities is shared with families in a language the families can understand.

**Standard 3: Supporting Student Success** We encourage regular opportunities for families to strengthen their knowledge and skills to help their children to succeed academically. Fall/Spring Family Nights have book fairs, prizes, games, and family workshops to help educate families on learning strategies and curriculum. Families are invited to serve as members of the School-wide Leadership Committee and can bring any concerns relating to the education of their children. The purpose of scheduled or requested Parent-Teacher Conferences, 504 meetings, and IEP meetings are to discuss the child's progress, share concerns, and make suggestions between families and teachers. Newsletters from administrators are sent home regarding end-of-year testing and outlining how families can help prepare their child. An Open House and Orientation are provided to help explain how the school functions. Explanations of the curriculum, forms of assessments, and achievement levels are communicated to families. An annual meeting with flexible and varied times is held to inform families of the school's participation in & explain requirements of Title I.

**Standard 4: Speaking Up for Every Child** We provide information to families to enable them to be advocates for children, ensuring fairness and equal opportunities in the children's education. School and district calendar of events are given to families telling of yearly events. Sign-in sheets, meeting agendas, and minutes are kept on file to assess family participation. Reasonable opportunities are provided for families with limited English proficiencies and/or disabilities. Family members have the opportunity to be a part of the Leadership Team and School Improvement Planning.

**Standard 5: Sharing Power** We strive to have family involvement in the making of policies, procedures, and activities planning. Families are invited to serve as members of the School-Wide Leadership Committee and are able to bring any concerns relating to the education of their children. We make Family-School Compacts and surveys to gain insight from all stakeholders. There is a Suggestion Corner at Open House/Orientation and Family Nights where families can voice praises, concerns, and opinions written and verbally. Families are included in committee meetings to review/revise the Family Engagement Policy and the School Improvement Plan.

**Standard 6: Collaborating with Community** We reach out to the community, students, families, and staff by expanding our learning opportunities, community services/events, and civic participation. Surveys are sent to all stakeholders for the purpose of using data to plan the next year. Families are able to eat Thanksgiving and Christmas lunches with their children. Each classroom is adopted by a community organization who provides support throughout the year. Adopt a Classroom Local churches make weekend snack bags for eligible students. Friday Friends During our annual Career Day, a wide range of careers are brought on-site where children engage and interact with community members. Hickman County 4-H agent provides monthly instruction to 4th and 5th grade students, and our students interact with high school 4-H members. Community members, family members, and district employees are proctors during our TCAP TNReady testing.

## **East Hickman Intermediate School School-Family Compact**

The School-Family Compact has outlined how families, the school staff, and students will share the responsibility for improving student academic achievement. The purpose of this compact is to develop a partnership to connect learning at home and learning at school.

**I, \_\_\_\_\_, as a teacher at East Intermediate, will strive to:**

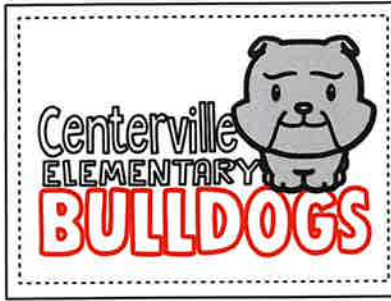
- Provide high quality curriculum and instruction to enable students to meet the state's academic achievement standards.
- Determine each student's educational needs and adjust instruction to accommodate those needs.
- Have high expectations for myself, students, and other staff members.
- Have an annual meeting to review the School-Family Compact and school-level Family Engagement Policy.
- Hold parent-teacher conferences twice a year and more often if needed.
- Maintain open lines of communication with students and families.
- Provide frequent progress reports to families.
- Provide opportunities for families to volunteer at school.
- Show respect and caring for all students and provide a safe environment.

**We, \_\_\_\_\_, as family, will strive to:**

- See that my child attends school regularly and is on time with his/her supplies and dressed in proper school attire.
- Monitor my child's homework.
- Check with my child for information sent home, promptly read it and sign it.
- Attend school functions and parent-teacher conferences.
- Encourage the positive use of leisure time.
- Provide a quiet place for my child to complete homework assignments, study, and read.
- Communicate with the teacher frequently to find out how my child is doing in school.

**I, \_\_\_\_\_, as a student at East Intermediate, will strive to:**

- Come to school prepared with my homework and supplies and dressed in proper school attire.
- Show respect for myself, my school, and other people.
- Work to resolve conflicts in positive, nonviolent ways.
- Work hard to do my best in class.



## Centerville Elementary School

### Family Engagement Policy 2024 - 2025

**The mission of Centerville Elementary School is to provide opportunities for knowledge to all students while nurturing the skills necessary for students to become life-long learners and better understand their role as a citizen.**

We believe a strong foundation for students begins in elementary school with all stakeholders working together as a team to support the child. At CES, we believe it is our job to inform and support parents as they support their child in their educational journey.

We know that parent involvement in our schools can have a dramatic effect on the academic achievement of our students. This plan is developed with the goal of developing a strong partnership with all families so that our children will be provided with the best possible education.

So that parents will better understand our programs and how they may become actively involved, we have addressed key areas. Please feel free to discuss any questions, comments, or suggestions you may have about this with your child's principal, teacher, or district supervisors. We welcome your input and suggestions!

#### Family Involvement with the Policy Development

Made up of faculty representatives, families and community members, the Leadership Team annually reviews and updates the Family Engagement policy. It is placed on the school's website and, upon request, a copy will be given to parents.

#### School's Use of Funds

CES will use its allocation of family engagement funds to purchase supplies to promote communication between home and school, provide materials and training to help parents to work with their children to improve their children's achievement.

### Family Involvement in How Family Involvement Funds Will Be Used

As part of Hickman County School System's meeting held each spring with parents to review and update the School/Family Compact and Family Involvement Plan. Funds are budgeted and expended based upon the goals and priorities set through that meeting and school improvement plan.

Specific examples of ways parent involvement funds will be spent include but are not limited to:

- Family Engagement materials purchased; examples: books and at-home learning materials
- Books and literacy resources to give away at Parent Teacher Conferences and family engagement events
- Ink, masters, and paper to make copies for materials to print classroom and principal newsletters, flyers, RTI data notification letters, and notes to keep parents informed.
- School-wide take home folder for every child to foster uniformed parent communication.

### Annual Meeting about the Title 1 Program, Curriculum, and Academic Assessments

By the end of September, Centerville Elementary School will hold an annual meeting for all parents attending that school. Parents are notified of the meeting through communication sent home through students, newsletters from the principal, postings on the school sign, through the school website, and announcements in other languages when we have families where English is not their primary language. The annual Title 1 meeting will:

- Provide an explanation of the school's curriculum
- Review the assessments used to measure students' progress
- Provide an overview of the Family Engagement Policy and School/Parent Compact
- Introduce staff members
- Resources available for parents

### Flexible Schedule of Meetings

The leadership, teachers, and staff of Hickman County Schools have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Parent Teacher Conferences are held twice during the year. Additional conferences with teachers are encouraged and may be set up by prior appointment during teachers' planning times and before or after school. Parents may obtain information about upcoming events and their child's academic or social progress through phone calls, notes to teachers, email, school website, and participation in other family activities.

### Involvement of Family in Planning, Review, and Improvement of Title I Programs

Centerville Elementary believes in involving parents in all aspects of its Title I program. Leadership team meetings are held on the third Thursday of each month, usually at 3:30. The meetings will be advertised on the school facebook page. The Leadership Team Meetings are made up of staff, community members and parents. This team

helps to guide and lead the school in improvement. Each year, the school wide plan, including the school involvement plan, is reviewed, and evaluated. The Leadership Team gathers input from all stakeholders to make decisions for the future of the school.

#### Submission of Parent Concerns About Our Title Plan

Our school policy will be reviewed and updated annually. This process will take place during a Leadership Team meeting in which parents are included as stakeholders, providing an integral part of the process. The policy will be made available to parents at registration or enrollment, at the annual Title I meeting, in student handbooks, in the front office and can also be accessed on our school's website.

#### School-Parent Compacts

We revise School-Parent Compacts in consultation with our Leadership Team and any parental comments received by teachers throughout the year. At the annual Title I meeting each year, the school-parent compacts will be explained. Additionally, the compact will be maintained on the school website. Teachers will also discuss any questions and concerns at parent/teacher conferences.

#### Building Teachers' and Parents' Capacity for Strong Parental Involvement

To ensure effective involvement of parents and to support a partnership among Centerville Elementary School, parents, and the community to improve student academic achievement, Centerville Elementary School shall:

- Involve parents in jointly developing the Family/Community in creating the School Improvement Plan and Family Engagement Plan.
- Provide materials and education to help parents work with their children to improve their achievement, in: local and state assessments, helping their children with homework, use of technology, and various curriculum approaches.
- Provide continuing professional development for teachers to be implemented toward the goal of furthering their understanding and valuing of the contributions of parents; conferencing techniques; establishing positive relationships with families; how communication between home and school may be strengthened; and other family-related activities.
- Make concerted efforts to involve and inform parents of future kindergarten students of CES.
- The LEA and school, to the extent practicable, provide full opportunities for participation of parents with limited English, parents with disabilities, and parents of migratory children, including providing information and school reports in a format, to the extent practicable, in a language parents understand.
- Conduct an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served by Title I A:
  - o Identify barriers to greater parental participation in parent involvement activities;
  - o Use the findings of the evaluation to design strategies for more effective parent involvement;

Participation of LEP Parents, Parents with Disabilities, and Parents of Migratory Children

Centerville Elementary School provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. We have a system wide bilingual teacher who is available to assist in verbal communications with students and parents with limited English proficiency. Individual academic assessments, and the interpretation of those results, will be interpreted for parents in a language they can understand. Every effort is made to accommodate parents with disabilities. The Hickman County School System policy for homebound is followed as needs exist for homebound services. Parents requiring such assistance should contact the Office of Special Programs administration for referral forms and assistance with the application process. Homebound services are provided through the central office of the Hickman County School System.

# CENTERVILLE ELEMENTARY

2024 - 2025

## SCHOOL-PARENT COMPACT



### WHAT IS A SCHOOL-PARENT COMPACT?

A School-Parent Compact is an agreement that families, students, and teachers develop together. It explains how families and teachers will work together to make sure all students reach grade level standards.

Effective School-Parent Compacts:

- Link goals to the School Improvement Plan
- Focus on student learning
- Describe how teachers will help students develop skills using high-quality instruction
- Share strategies that families can use at home
- Explain how teachers and parents will communicate about student progress



### JOINTLY DEVELOPED

The families, students, and staff of Centerville Elementary School developed the School-Parent Compact. The CES Leadership Team meets once a month. The Leadership Team is composed of teachers, community members and school families.

Families are welcomed to contribute more comments and suggestions at any time. If you would like to contribute, please contact Amy McAbee at 931-729-2212 or amy.mcabee@hickmank12.org.

### BUILDING RELATIONSHIPS

Centerville Elementary works hard to build relationships with families of CES students. Each year we typically engage families with the following:

- Open House
- Book Fair
- Career Night
- Parent Teacher Conferences
- Family Engagement Activities
- Leadership Team

### COMMUNICATION ABOUT STUDENT LEARNING

Centerville Elementary School is committed to two-way communication with families about student learning. Some of the ways that you can expect us to reach you are:

- Daily Take-Home folder
- Weekly Graded Papers folder/Progress Reports
- Class Dojo/Remind messaging Apps
- Weekly classroom newsletter
- Monthly principal newsletter
- School website and Facebook page updates
- Parent Teacher Conferences
- Emails/Phone calls



## CENTERVILLE ELEMENTARY SCHOOL

### - TEACHERS -

Centerville Elementary School will support students and families for success in reading and math. We will provide parents with:

- Monthly Principal Newsletters
- Weekly classroom newsletters
- School website with links to the reading book and online activities for building math and reading skills
- Family Engagement Nights
- Materials, such as, vocabulary/math flash cards to use at home to build skills
- Free books for reading at home

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## CENTERVILLE ELEMENTARY SCHOOL

### - PARENTS -

Families joined Centerville Elementary School staff to develop ideas about how families can support students at home in reading and math. Families are welcomed to add to the list

- Have fun with math! Use items in the kitchen to count, subtract, and add!
- Attend Family Engagement Nights and Parent Teacher Conferences
- Play words games (even in the car) and find ways to use new vocabulary words in everyday conversation
- Use the weekly classroom newsletter to guide conversation about topics or activities happening at school
- Keep a routine for homework/school work review



**Do you have questions about your child's progress?**  
Contact your child's teacher at (931) 729-2212 or by email.  
All school emails are as follows:  
firstname.lastname@hickmank12.org

## CENTERVILLE ELEMENTARY SCHOOL GOALS

Hickman County School System sets overall goals for the district and Centerville Elementary School aligns its goals to the district. The Centerville Elementary School goals for 2024 - 2025 are:

- Create a culture of high expectations for all students and provide opportunities to build instructional leadership, administrator capacity and developing teacher leaders.
- Provide high quality instruction through an engaging and rigorous curriculum that will positively impact learning and improve student achievement in literacy
- Nurture partnerships with families and members of the community to help improve student achievement.

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## TOGETHER FOR SUCCESS!

### -TEACHERS, PARENTS AND STUDENTS -

Communication between families and schools is necessary for student success. As parents and teachers share information with each other about a student, the better equipped both will be to help that student achieve academically. We can achieve our goals when we all work together!

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## CENTERVILLE ELEMENTARY SCHOOL

### - STUDENTS -

Centerville Elementary School students joined staff and families to develop ideas about how to reach reading and math goals. Students thought of the following ideas on making connections at home with skills they have learned at school.

- Talk to family about new vocabulary words
- Look over the classroom newsletter and discuss new words, topics or activities
- Share reading stories with family

**Centerville Intermediate School  
Family Engagement Policy  
2024-2025**



The **mission** of Centerville Intermediate School is to create an atmosphere where every child is valued and nurtured toward success. Our **vision** is to guarantee that every student departs our school with a quality education and the ability to thrive productively as a responsible student and successful citizen.

**How are parents included in the ongoing formulation of the Family Engagement Policy and programs for parent involvement?**

Our school policy will be reviewed and updated annually. This process will take place during a Leadership Team meeting in which parents are included as stakeholders, providing an integral part of the process. The policy will be made available to parents at registration or enrollment, at the annual Title I meeting, in student handbooks, in the front office and can also be accessed on our school's website.

**How will our plan be shared with families?**

An annual Title I meeting will be held at the beginning of the school year to explain the school-wide program. Additionally, letters explaining the program will be sent home and information will be on the school website. Teachers will also discuss any questions and concerns at parent/teacher conferences.

**How will CIS explain the Title I program to parents of participating students?**

A Title I Annual Meeting will be held at the beginning of the school year with a presentation of Title I Services. This will include how students are identified to participate in the program, the services that will be provided, and an introduction of those providing Title I services.

**What activities will be provided at CIS to assist parents in becoming more involved in the education of their children?**

- Parents are invited to after school, school wide events/activities throughout the school year.
- Parents will be informed of events through multiple avenues listed in the next section.

**How will parents be informed of school activities?**

- Written communication including school/classroom newsletters
- Skylert calls
- CIS website
- School Marquee
- Parent/ Teacher Conferences
- Facebook

**How will parents at CIS be provided with information about curriculum, assessments, and proficiency levels?**

CIS will hold an annual Open House at the beginning of the school year. Where parents will be invited to visit their child's classrooms and meet his/her teachers.

The curriculum at CIS follows the TN State Standards. Aimsweb is used to measure student progress as well as MasteryConnect assessments within classrooms and an end of year summative assessment (TN Ready).

**Centerville Intermediate School  
Family Engagement Policy  
2024-2025**



**How will parents utilize opportunities as stakeholders at CIS?**

- Parents are invited to serve as members of the School-wide Leadership Committee and are to bring to the committee any concerns relating to the education of their children.
- Parent/Teacher Conferences are scheduled each semester at times convenient to parents' attendance. Parents may also request conferences as needed.
- CIS teachers keep in constant contact with parents through the following: E-mails, letters, phone calls, Graded paper folders, Class Dojo, classwork folders, progress reports, report cards, Facebook, etc.

**How can parents be involved at CIS and how will this help student achievement?**

Parents are invited to attend all school activities throughout the year such as:

Parent Involvement Activities	Academic Activities
Open House	Title I Meeting
Back to School Bash	Parent/Teacher Conferences
Walk the Dawg	Family Reading Night
Boo Bash	STEM Night
Book Fair	Art Show
Career Day	Awards Day
Field Day	

The partnership between home and school will naturally have a positive impact on student achievement.

**What materials are provided for parents?**

- Parent-School Compacts
- Invitations and reminders to special events
- Transitional material brochures (e.g. beginning school and moving to middle school)

These materials are distributed to CIS by the local LEA and are prepared in languages parents can understand.

**How is the school-parent compact developed and distributed?**

The compact is addressed during our annual School-wide Leadership Committee meeting each spring. The committee, composed of an administrator, teachers, and parents, reviews and offers suggestions to improve the effectiveness of this document. It is available to all students and their parents at the beginning of the school year. The CIS family engagement policy is posted to the school website. The importance of this document is discussed at our annual Title meeting. It is also provided in a language and format that parents understand.

# Centerville Intermediate 2024-2025 School Parent Compact



## JOINTLY DEVELOPED

Our School-Parent Compact is developed by our School Leadership Team. Our team is composed of administration, faculty, community members, and parents. We value your input and welcome your feedback. You may contribute at our monthly Leadership Meetings or by email to [rose.korte@hickmank12.org](mailto:rose.korte@hickmank12.org).

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## BUILDING RELATIONSHIPS

We know that relationships are the key to success, and we offer many opportunities to meet our CIS families including the following:

- Host Meet the Teacher/Open House
  - Parent Teacher Conferences
  - Family Engagement Activities
  - Leadership Team
  - Family Reading Night
  - Art Show/STEM
- 

## WHAT IS A SCHOOL-PARENT COMPACT?

A School-Parent Compact is a written agreement between families, students, and teachers. It outlines the necessary steps that must be taken by all to be certain students meet the rigorous academic standards.

Effective School-Parent Compacts:

- Link goals to the School Improvement Plan
- Focus on student learning
- Describe how teachers will help students develop skills using high-quality instruction
- Share strategies that families can use at home
- Explain how teachers and parents will communicate about student progress

## COMMUNICATION ABOUT STUDENT LEARNING

Communication is vital to the success of everyone involved in your child's education. We have multiple ways of communicating with you including the following:

- Daily Take-Home folder
- Skyward Parent Portal
- Weekly Graded Papers folder/Progress Reports
- Class Dojo/Remind messaging Apps
- Monthly school newsletter
- School website and Facebook page updates
- Parent Teacher Conferences
- Emails/Phone calls
- School marquee

## **CENTERVILLE INTERMEDIATE SCHOOL -GOALS-**

Hickman County School System sets overall goals for the district and Centerville Intermediate School aligns its goals to the district. The Centerville Intermediate School goals for 2024-2025 are:

- Create a culture of high expectations for all students
- Provide high quality instruction through an engaging and rigorous curriculum
- Nurture partnerships with families and members of the community to help improve student achievement

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### **TOGETHER FOR SUCCESS!**

#### **-TEACHERS, PARENTS, AND STUDENTS -**

Communication between families and schools is necessary for student success. As parents and teachers share information with each other about a student, the better equipped both will be to help that student achieve academically. We can achieve our goals when we all work together!

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#### **CENTERVILLE INTERMEDIATE SCHOOL - STUDENTS -**

Centerville Intermediate offers many positive incentives to encourage excellent behavior. We have high expectations for all of our students. Our rules are as follows:

- Follow all school safety rules
- Be respectful and responsible
- Complete all classroom and homework assignments
- Make attendance a priority
- Always give your best effort

## **CENTERVILLE INTERMEDIATE SCHOOL - COMMUNITY PARTNERSHIPS -**

Centerville Intermediate School recognizes the importance of the role the community plays in the education of our students. Community involvement helps strengthen the bond between students, teachers, and parents with our local businesses and community members. Some of our partnership activities include but are not limited to:

- MLEC grants
- Adopt-A-Class Program
- Career Day
- Women's Club Poetry Contest
- Farm Bureau Poster Contest
- 4-H
- Aware Program

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#### **CENTERVILLE INTERMEDIATE SCHOOL - PARENTS -**

Teamwork between teachers and parents is crucial for success. There are many things that can be done at home to help your child be successful.

- Check your child's homework folder daily.
- Check your child's homework.
- Make math learning fun!! Use items at home to review multiplication facts (dice, playing cards, etc.)
- Read for 20 minutes every day. You can read with your child, or they can read independently. Ask them questions about what you have been reading.
- Attend Family Reading Night and Parent Teacher Conferences
- Keep a routine for homework/school work review (a quick nightly review will be much easier than waiting until the night before the test.

**Do you have questions about your child's progress?**  
Contact your child's teacher at (931) 729-2748 or by email.  
All school emails are as follows:  
firstname.lastname@hickmank12.org

## **Project Overview for County of Hickman's RUS-DLT Application**

The County of Hickman, also known as Hickman County Schools, is applying for a USDA RUS-DLT Grant for the FY 2023 cycle. We are requesting DLT funds to support a distance learning and telemedicine initiative that will equip three Hub sites and eight rural End-User sites with interactive video equipment. This project will serve Hickman County, Tennessee, which is located on the western side of the Highland Rim in Middle Tennessee. According to the U.S. Census Bureau, the county spans 613 square miles, making it the eighth largest county in the state.

Hickman County Schools, a division of the County of Hickman, proposes this project to enhance telecommunications technology and telemedicine services for students, teachers, guardians, community members, and other stakeholders. Our ultimate goal is to improve student academic performance, provide seamless access to physical and mental health services, and address educational disparities caused by systemic poverty, chronic absenteeism, and untreated health issues. Additionally, this initiative will increase educational awareness within the community through telecommunications and live synchronous learning, allowing for public meetings that focus on mental and physical health education for all stakeholders.

To achieve these goals, we propose installing interactive panels with live video telecommunication capabilities in all eight schools and at the Hickman County Board of Education (Central Office). Hickman County High School, East Hickman High School, Hickman County Middle School, East Hickman Intermediate School, and the Central Office will serve as Hubs, while all eight schools will function as rural End-User sites. These interactive panels will enable real-time video communication between schools, allowing a single teacher to instruct multiple classes simultaneously. This solution directly addresses our critical shortage of teachers by ensuring all students have equal access to educational opportunities regardless of location.

Moreover, these telecommunications tools will facilitate collaboration among student council members across the county, which is currently limited due to travel constraints. Our Coordinated Schools Health Department and Behavioral Health Department will also utilize the interactive telecommunication panels, as well as the Lu System, to provide live video training sessions to parents, students, and stakeholders, increasing awareness of health risks and promoting preventative measures to foster a healthier community.

Additionally, we are seeking telehealth carts to support our Behavioral Health staff and trauma counselors in providing on-demand crisis intervention and counseling services. With only two

Behavioral Health employees serving the entire county, these technologies will allow immediate intervention for students in crisis rather than requiring them to wait for in-person support. School nurses in all eight schools will also utilize telemedicine carts to conduct necessary medical assessments, as many students lack access to a local pediatrician. These services will enable nurses to deliver prompt care for student emergencies, injuries, and illnesses without needing to travel between campuses.

East Hickman Middle School will receive special consideration for this project due to its high poverty rate and low performance on state-mandated assessments.

### **Community Needs Addressed by This Project:**

1. **Limited Behavioral Health Services:** With only two Behavioral Health employees serving the entire district, students across all eight schools face long wait times for counseling services due to high demand.
2. **Teacher Shortages:** The county has experienced significant teacher attrition, particularly in English Language Arts, Mathematics, and Spanish. This project will enable teachers to instruct multiple classrooms simultaneously, addressing resource shortages.
3. **Inadequate Nursing Support:** The current shortage of nurses results in extended wait times for students in need of medical attention. When a nurse is absent, coverage gaps further delay emergency care.
4. **Community Health Awareness:** There is a pressing need for resources to engage the community in discussions about health screenings, vaping, substance abuse, and wellness education to improve the overall quality of life for all stakeholders.

### **Budget Overview:**

The total proposed budget for this project is estimated at \$656,874.00. Hickman County Schools is requesting up to \$571,124.00 in grant funding, with a 15% match contribution of approximately \$85,750.00. Without these funds, the district does not have the budget to acquire the necessary technology and equipment.

**Below is a list of the site and communities that will be served by our project:**

<b>Site Name</b>	<b>Site Designation (Hub, End-User, or Hub / End-User)</b>	<b>Site Address</b>	<b>Town / Place</b>
Centerville Elementary School	End-User	104 Mary Field Avenue, Centerville, Tennessee 37033	Centerville
Centerville Intermediate School	Hub/End-User	110 Mary Field Avenue, Centerville, Tennessee 37033	Centerville
Hickman County Middle School	Hub/End-User	1639 Bulldog Boulevard, Centerville, Tennessee 37033	Centerville
Hickman County High School	Hub/End-User	1645 Bulldog Boulevard, Centerville, Tennessee 37033	Centerville
East Hickman Elementary School	End-User	5191 Highway 100, Lyles, Tennessee 37098	Lyles
East Hickman Intermediate School	Hub/End-User	5198 East Eagle Drive, Lyles, Tennessee 37098	Lyles
East Hickman Middle School	End-User	9414 East Eagle Drive, Lyles, Tennessee 37098	Lyles
East Hickman High School	Hub/End-User	7700 State Highway 7, Lyles, Tennessee 37098	Lyles
Hickman County Board of Education	Hub/End-User	115 Murphree Ave, Centerville, TN 37033	Centerville

This project represents a transformative opportunity for Hickman County Schools to bridge educational gaps, provide vital health services, and foster a more connected and informed community. We appreciate your consideration of our application and look forward to the opportunity to enhance the educational and healthcare landscape for our students and residents.

To: John Mullins and Hickman County School Board

From: Cindi Morgan, EHHS FBLA Advisor

Date: February 11, 2025

RE: FBLA state competitions

I am requesting to be added to the March School Board Agenda in order to be granted permission for qualifying students to attend the FBLA state competitions. This is an overnight trip to Chattanooga, TN on April 6-9, 2025. Approximately seven students will be attending the conference and will be accompanied by myself and another EHHS teacher. We will drive school vans.

Details are as follows.

● Advisor: Cindi Morgan

● Dates: April 6-9, 2025

● Cost:

● Morgan/S. Robinson Sub 3 days @ 2 x \$81 x 3	\$486.00
● Hotel Rooms 4 rooms x 3 nights @ \$192/night	\$2,304.00
● Conference Registration 9 x \$75	\$675.00
● Gas to/from Chattanooga for 2 vans	\$100.00
● Meals	\$300.00

● **Total      \$3,865.00**

● Funding will be provided by the EHHS FBLA account and CTE funds (Jennifer Turpin). Students will only need to bring enough money for food.



Hickman County Schools Board Agenda Item Request

Date: 2-25-25

Name of School: HCHS

Item Request: FCCLA State Competition

Explanation:

We would like to request to go to our State  
competition April 2-4<sup>th</sup> in Chattanooga.

Attachments (if necessary and appropriate):

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

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal:

Robt Emura



Hickman County Schools Board Agenda Item Request

Date: 02/05/2025

Name of School: East Hickman High School

Item Request: Prom off campus ( Cowboy Church )

Explanation: We are wanting to have our Junior / Senior Prom off campus again this year .

the Cowboy Church has graciously volunteered their facility again this year  
to have the EHHS Roaring 20's Masquerade Prom on April 5th 2025

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

*Shelly Mahoney*

Signature of Building Principal:



Hickman County Schools Board Agenda Item Request

Date: 2-28-25

Name of School: HCHS

Item Request: Prom

Explanation:

We are requesting to have Prom April 12<sup>th</sup> 2025  
at HCHS

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal:

Rodney Emerson

**Hickman County Board of Education**  
**Budget Amendment 25**  
**Federal Programs (142)**  
**March 3, 2025**

Account	Description	Debit	Credit	Justification
72710 - 146 - - 801 72130 - 599 - C - 801	<b>Bus Drivers</b> <b>Other Charges (CTSO)</b>	\$ 2,400.00	2,400.00	<b>CTE Perkins - Revisions</b>
	<b>TOTALS</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>	

**Approved:**

**Attest:**

**Board Chair**

**John Mullins**

Hickman County Board of Education  
 Budget Amendment 26  
 Federal Programs (142)  
 March 3, 2025

Account	Description	Debit	Credit	Justification
47141 - - - 101	Revenue	\$ 15,972.24		Title I - Revisions
71100 - 722 - - 101	Regular Instruction Equip		\$ 15,812.51	
72130 - 499 - - 101	Other Supplies & Materials		159.73	
47189 - - - 201	Revenue	1,251.49		Title II - Revisions
72210 - 524 - - 201	In-Service/PD		1,251.49	
72210 - 399 - - 401	Other Contracted Svc	5,158.59		Title IV - Revisions
72210 - 524 - - 401	In-Service/PD	10,525.41		
47590 - - - 401	Revenue		15,684.00	
71200 - 204 - - 901	Pensions	3,370.00		IDEA Part B - Revisions
47143 - - - 901	Revenue		3,370.00	
71200 - 499 - - 911	Other Supplies	48.99		IDEA Pre-K - Revisions
72200 - 399 - - 911	Other Contracted Svc	0.01		
47145 - - - 911	Revenue		49.00	
	<b>TOTALS</b>	<b>\$ 36,326.73</b>	<b>\$ 36,326.73</b>	

Approved:

Attest:

Board Chair

John Mullins

**Hickman County Board of Education**  
**Budget Amendment 27**  
**General Purpose (141)**  
**March 3, 2025**

Account	Description	Debit	Credit	Justification
76100 - 706 - ISM	Bldg Construction	\$ 191,357.00		ISM Revisions
71300 - 429 - ISM	Instructional Supplies		\$ 3,125.35	
71300 - 429C - ISM	Inst Supplies - Consumables		2,011.31	
71300 - 730 - ISM	CTE Instruction Equipment		136,220.34	
76100 - 707 - ISM	Bldg Improvements		50,000.00	
73400 - 116 -	Teachers	3,565.27		Voluntary Pre-K Revisions
73400 - 201 -	Social Security	3,883.95		
73400 - 204 -	Medical Ins	16,826.00		
73400 - 524 -	In-Service/PD	1,410.66		
73400 - 163 -	Educational Asst		3,592.00	
73400 - 204 -	Pension		1,645.22	
73400 - 499 -	Other Supplies		1,410.66	
73400 - 790 -	Other Equipment		19,038.00	
	<b>TOTALS</b>	<b>\$ 217,042.88</b>	<b>\$ 217,042.88</b>	

**Approved:**

**Attest:**

**Board Chair**

**John Mullins**



# QUOTE

Date	Quote #
2/12/2025	PWCQ24712-04
<b>Quote valid for 30 days.</b>	

Bill To:
<b>Hickman County Schools</b> Misty Shelton 115 Murphree Avenue Centerville, TN 37033  P: F: misty.shelton@hickmank12.org

Site/End User:
Misty Shelton  P: 931.729.3391 F: misty.shelton@hickmank12.org

Ship To:
Misty Shelton  P: 931.729.3391 F: misty.shelton@hickmank12.org

50% Deposit Required.  
See Terms and Conditions

Sales Representative	Prepared By
Beth Ramer	Beth Ramer

Qty	Item #	Description	Unit Price	Ext. Price
Quoted using NJPA/ Sourcewell pricing Playworld Systems -Play Power Inc. Contract Number 010521-LTS-8 Customer NPJA : Account # Account # 14780 Hickman County School System				
1	350-2230A	350-2230A **Sale price is valid 1/13/2025 through 6/20/2025	\$10,050.00	\$10,050.00
1	Install-EQ	Installation of Equipment **Unless noted, pricing is based on a flat, level, accessible area. **Does not include grading, fence removal, equipment removal or disposal. **Does not include safety surfacing. **Equipment must be installed according to manufacturer's specifications.	\$3,050.00	\$3,050.00

**No surface quoted- customer will provide**

SubTotal	\$13,100.00
Tax Rate	0.00 %
Sales Tax	\$0.00
Shipping	\$0.00
<b>Total</b>	<b>\$13,100.00</b>

*We appreciate the opportunity to work with you on this project.*

*If this quotation does not meet your needs or expectations we will be happy to make any revisions necessary.*

**\*\*Please contact your Playworld Preferred Sales Representative if any of the foregoing information is incorrect.\*\***

**\*\*Order Acknowledgement will be sent within 48 hours after your Purchase Order has been processed. Order Acknowledgement will include the estimated Ship Date. Shipping notification and documentation will be sent once the product ships.\*\***

**\*\*Please note, due to market variables outside of our control, certain items such as commodity material price fluctuations, freight surcharges, sales tax rates, and additionally requested re-consigned delivery location fees may change the final amount invoiced from the amount originally provided on this quote. \*\***

## Terms and Conditions

**CONTROLLING TERMS:** THIS QUOTATION IS LIMITED TO THE TERMS AND CONDITIONS CONTAINED HEREIN. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY CUSTOMER IN ANY PURCHASE ORDER OR OTHER DOCUMENTS ARE DEEMED TO BE MATERIAL ALTERATIONS AND NOTICE OF OBJECTION TO THEM IS HEREBY GIVEN. ANY SUCH PROPOSED TERMS SHALL BE VOID, AND THE TERMS HEREIN SHALL CONSTITUTE THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS AND CONDITIONS OF THE CONTRACT BETWEEN THE PARTIES. NEITHER SELLER'S ACKNOWLEDGMENT OF A PURCHASE ORDER NOR SELLER'S FAILURE TO OBJECT TO CONFLICTING, DIFFERENT, OR ADDITIONAL TERMS AND CONDITIONS IN A PURCHASE ORDER SHALL BE DEEMED AN ACCEPTANCE OF SUCH TERMS AND CONDITIONS OR A WAIVER OF THE PROVISIONS HERE OF.

**PRICES:** Prices in this Quote are good for thirty (30) days. Unless otherwise stated in writing, all prices are F.O.B. Origin, and shall be exclusive of transportation, insurance, taxes, license fees, customs fees, duties, premiums, fees, site preparation, installation expenses and other charges, unless specifically stated. Tax exempt Customers shall provide Playworld Preferred with a copy of its valid tax-exempt certificate at time the order is placed.

**CANCELLATION:** Orders become final forty-eight (48) hours from Order Acknowledgement. Orders for play structures may NOT be cancelled or returned under any circumstances. Items which may be cancelled or returned are subject to a twenty (20%) percent restocking fee, plus the cost of return freight. Returned items must be in original packaging, in new condition, and returned within thirty (30) days. Authorization for the return must be obtained in writing from Playworld Preferred. Orders for products, other than those from Playworld Systems, may NOT be cancelled or returned.

**TERMS OF PAYMENT:** For orders in an amount of \$100 or less, payment in full is required at the time of the order. For all other orders, a fifty (50%) percent deposit is required, unless expressly waived by Playworld Preferred. (Orders from governmental entities are excluded from the deposit requirement.) A processing fee of 2.0% of the transaction amount will apply to all payments made by credit card (This is for all customers including governmental entities).

**UNLESS CREDIT IS SPECIFICALLY GRANTED IN WRITING BY PLAYWORLD PREFERRED, PAYMENT IN FULL IS DUE WITHIN TEN (10) DAYS OF INVOICE.** For orders without installation, the invoice will be issued on the date the order ships. For orders which include installation by Playworld Preferred or its authorized sub-contractor, the invoice will be issued upon the completion of the project.

Past due balances are subject to a one and one-half (1.5%) percent monthly finance charge, but in no event will the late payment finance charge be greater than the maximum rate permitted by law. Customer shall pay all fees and expenses (including attorneys' fees) incurred by Playworld Preferred in the enforcement of its rights hereunder.

**WARRANTIES and DISCLAIMERS:** Manufacturers' limited warranties are available upon request.

**THE MANUFACTURER'S WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF CONDITION, DESCRIPTION, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT OR ANY REPRESENTATIONS OR WARRANTIES IN ANY BROCHURES, MANUALS, CATALOGS, LITERATURE OR OTHER MATERIALS OF PLAYWORLD PREFERRED. FURTHER, NO REPRESENTATION, WHETHER ORAL OR WRITTEN, OF PLAYWORLD PREFERRED MAY BE SUBSTITUTED OR ALTER THE EXCLUSIVE MANUFACTURER'S LIMITED WARRANTY.**

**LOSS or DAMAGE in TRANSIT:** Playworld Preferred is not responsible for loss or damage in transit. Our responsibility ends when the carrier signs the Bill of Lading, which is our receipt that the products were complete and in good condition when shipped. It is the customer's responsibility to check the number of pieces shown on the freight bill and our Bill of Lading. Any shortages or damages must be noted on the freight bill before it is signed.

**DELIVERY:** Delivery, shipment, and installation dates are estimates only, and do not guarantee shipment, delivery or installation on or by such dates. If shipment is made per the estimated ship date, and you are unable to accept delivery, then storage, demurrage or extra unloading charges may be incurred and billed to your account.

**INSPECTION:** All products must be inspected upon receipt, and claims must immediately be filed with the carrier and Playworld Preferred when there is evidence of shipping damage, either concealed or external. All shipments are FOB Origin, unless quoted FOB Destination. FOB Destination does not change the terms of receiving and inspection of the products as set forth herein.

**INSTALLATION:** Installation is not included in the purchase price of the products, unless expressly noted on the quote and invoice. IT IS CUSTOMER'S RESPONSIBILITY TO ASSEMBLE, INSTALL AND USE THE PRODUCTS SAFELY AND IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS, UNLESS EXPRESSLY AGREED OTHERWISE BY PLAYWORLD PREFERRED.

**LIABILITY EXCLUSIONS:** TO THE EXTENT PERMITTED BY LAW, PLAYWORLD PREFERRED SHALL NOT BE LIABLE IN CONNECTION WITH A PRODUCT OR SERVICE FOR (A) ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, BASED ON TORT, CONTRACT OR OTHER LEGAL THEORY, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR (B) ANY DAMAGES WHATSOEVER IN EXCESS OF AN AMOUNT EQUAL TO THE PURCHASE PRICE OF PRODUCT PROVEN TO BE DEFECTIVE. THE RIGHT TO RECOVER DAMAGES WITHIN THE LIMITATIONS SPECIFIED IS CUSTOMER'S EXCLUSIVE ALTERNATIVE REMEDY IN THE EVENT THAT THE REMEDY PROVIDED HEREIN FAILS OF ITS ESSENTIAL PURPOSE.

**FORCE MAJEURE:** Playworld Preferred shall not be liable because of unforeseen circumstances or causes beyond its control, including, without limitation, strike, lockout, embargo, riot, war, act of terrorism, fire, act of God, accident, failure or breakdown of components necessary for order completion, subcontractor, supplier or Customer caused delays, inability to obtain labor, materials or manufacturing facilities, or compliance with any law, regulation or order.

**IF INSTALLATION IS INCLUDED WITH THIS ORDER, THE FOLLOWING ADDITIONAL PROVISIONS APPLY:**

**SAVINGS CLAUSE:** If any part of the terms and conditions stated herein is held void or unenforceable, such part, to the extent void or unenforceable will be treated as severable, leaving valid the remainder of the terms and conditions which shall be deemed revised so as to remain enforceable to the greatest extent possible consistent with such holding.

**SCHEDULE:** Playworld Preferred will provide Customer with a shipment and installation schedule. Playworld Preferred will take the commercially reasonable steps necessary to complete installation on schedule and without delay. However, Playworld Preferred does not guarantee the start or completion of the project in strict accordance with the installation schedule provided. Installation may be delayed by weather conditions, fire, Act(s) of God or other casualty for which Playworld Preferred is not responsible.

**CHANGES:** Playworld Preferred reserves the right to change, modify or alter installation terms. **INSTALLATION PRICE IS BASED ON NORMAL DIGGING CONDITIONS. IF ROCKS OR OTHER CONDITIONS AT THE SITE BEYOND THE CONTROL OF PLAYWORLD PREFERRED ARE ENCOUNTERED, THERE MAY BE ADDITIONAL CHARGES.** If Playworld Preferred deems a change is necessary, it will provide Customer with a Change Order request, including an estimate of the commercially reasonable cost for the additional work required for proper installation of the equipment. Playworld Preferred will not continue with the installation until approval of the Change Order in writing by customer. If Playworld Preferred and Customer cannot agree upon the additional cost for the extra work within fifteen (15) days of the Change Order request, Playworld Preferred may immediately invoice Customer for the equipment, and Customer agrees to pay the equipment invoice in accordance with the payment terms set forth above (NET 10 days).

In the event that Customer requests changes to the installation or installation schedule which results in delays in excess of thirty (30) days, from the date of the original installation schedule, Playworld Preferred may immediately invoice Customer for the equipment, and Customer agrees to pay the equipment invoice in accordance with the payment terms set forth above (NET 10 days).

**UTILITIES:** Playworld Preferred will locate and mark public utilities on the site. Customer shall locate and mark any private utility lines, such as irrigation lines or local telecommunication lines. Customer's failure to do this may result in damage to its private utility lines and costs associated thereto, and additional installation charges and delays.

**PERMITS:** Customer is responsible for the cost of all installation-related permits and fees not expressly included in the quotation.

**REFUSE:** Trash and packaging materials will be consolidated and stacked neatly on Customer's site or placed in Customer's dumpster on site. Upon customer's written request, Playworld Preferred will arrange for the trash and packaging materials to be removed from the site and disposed of for an additional fee.

**FINAL INSPECTION:** Customer agrees to inspect the project with the lead installer and/or sales representative within five (5) days of completion of the project. If project has been satisfactorily completed, Customer will note acceptance of the project on Playworld Preferred's Client Acceptance Form. Playworld Preferred will then invoice Customer, and Customer agrees to pay the invoice in accordance with the payment terms set forth above (NET 10 days). Signing the client acceptance form does not relieve Playworld Preferred from its on going warranty obligations as they relate to the product shipped or installation work.

If Customer notes defects in the materials or workmanship ("punch list"), Playworld Preferred will remedy them in a timely manner. However, Playworld Preferred may immediately invoice Customer for the project, less ten (10%), and Customer agrees to pay the invoice in accordance with the payment terms set forth above (NET 10 days). Upon completion of the "punch list," Playworld Preferred shall invoice Customer for the remaining ten (10%) due, and Customer agrees to pay the invoice in accordance with the payment terms set forth above (NET 10 days).

**SUPERVISED INSTALLATION:** In the event that Playworld Preferred is contracted by Customer to supervise the installation of the equipment subject to this Quotation, Customer shall complete Playworld Preferred's "Supervised Installation Requirements" Form. Said form sets forth the details of the supervised build and the parties' respective responsibilities. The Quotation may be subject to change based upon Customer's responses on the "Supervised Installation Requirements" Form. Within five (5) days of the completion of the supervised installation, the Parties shall comply with the FINAL INSPECTION provisions set forth above.

Send Signed Quotes and Deposit To:	Payment Address	Overnight Payment Address
	Playworld Preferred, Inc. P.O. Box 737808 Dallas, TX 75373-7808	J.P. Morgan Chase TX1-0029 Attn: Playworld Preferred, Inc. & 737808 14800 Frye Road 2nd Floor Ft. Worth, TX 76155

**I acknowledge that I have read, understand, and accept the terms and conditions of this quotation and that I am authorized to do so.**

Print Name \_\_\_\_\_ Customer PO # \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Playworld Preferred Signature \_\_\_\_\_ Date \_\_\_\_\_



**ACCOUNT REP:** Courtney May  
 courtney@playgroundboss.com  
 1-800-878-0320 ext. 101

**QUOTE #: 020425-32071**  
**DATE CREATED:** 02-04-2025  
 Quote is valid for 30 days

**PROJECT CONTACT**

**PROJECT CONTACT:** Misty Shelton  
**COMPANY:** HCBOE  
**ADDRESS:**

**EMAIL:** misty.shelton@hickmank12.org  
**PHONE:** 931-729-3391



**SHIP TO / SITE CONTACT**

**SHIPPING / SITE CONTACT:** Misty Shelton  
**COMPANY:** HCBOE  
**SHIP TO ADDRESS:**

**EMAIL:** misty.shelton@hickmank12.org  
**PHONE:** 931-729-3391

**COMMENTS AND SPECIAL INSTRUCTIONS:** Price quoted for materials, installation and delivery only. Price excludes sitework, concrete, underground line location, permits, liftgates, & impact fees unless specifically noted below. Customer is responsible for any taxes that may apply. If order is cancelled a 25% restocking fee may be assessed.

QTY	PRODUCT	PRICE	DISCOUNT	TOTAL
1	Imagine Four SKU: PGBCD-04 Age: 2 to 5, Child Capacity: 20, Play Activities: 7, Safety Use Zone: 27ft x 22ft	\$ 8,917		\$ 8,917
1	Construction Debris Disposal SKU: PGBCONDEDIS Removal and disposal of construction debris packing material, and shipping crates.	\$ 895		\$ 895
	Note BuyBoard VENDOR: Playground Boss			
	Cooperative Contract Award; Proposal Invitation No. 679-22, Parks and Recreation Equipment, Products, and Installation Services			
1	Additional Discount SKU: DISCOUNT Valid if order placed by 02/28/2025		\$ 1,486	\$ -1,486
	Professional Installation SKU: INSTALL	\$ 5,385		\$ 5,385
	Customer Installation Note PLAY AREA NEEDED: 27ft X 22ft  -Installation over engineered wood fiber  -Water/electricity access  -Area accessible through 8ft wide chain link fence, to be taken down at time of arrival by customer			
	Shipping And Freight Charges SKU: SHIPPING Delivery of products to supplied shipping address	\$ 808		\$ 808

## I APPROVE THIS PROJECT. Let's do this!

Approval of this proposal may be executed by signing below and emailing back to the contact information listed below. Unless prior arrangements are approved, payment is due upon ordering.

Subtotal \$ 14,519

Tax \$ 0

---

**\$ 14,519**

**Account Rep:** Courtney May  
courtney@playgroundboss.com  
1-800-878-0320 ext. 101

Authorized Purchaser: \_\_\_\_\_

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

Have questions about this quote?

 **CALL US**  
**1-800-878-0320**

Speak to a Specialist

866-351-4407

Home / Imagine Four



 Safety Use Zone: 27ft x 22ft    Child Capacity: 20    Ages: 6 to 23 months

**In Stock - Ready To Ship**

# Imagine Four

\$8,917.00



**MODEL NUMBER:** PGBCD-04

Any young child would love a playground that is full of engaging and fun activities suitable for their small bodies and growing minds, and our Imagine Four checks all the boxes. Stairs or an ADA Transfer Station lead the child to a Tic Tac Toe Panel where they can practice playing with a friend. There is also a Window Panel to peek out of and a Clock Panel to familiarize them with telling time. A Straight Slide provides a fun way to get back down to the ground where they can run and play some more.

**MEETS NATIONAL STANDARDS FOR**

**ASTM F1487-17 CPSC Guidelines #325 IPEMA Certified**

Quantity:

— 1 +

**IF INSTALLATION IS INCLUDED WITH THIS ORDER, THE FOLLOWING ADDITIONAL PROVISIONS APPLY:**

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Send Signed Quotes and Deposit To: Payment Address  
Playworld Preferred, Inc.  
P.O. Box 737808  
Dallas, TX 75373-7808

Overnight Payment Address  
J.P. Morgan Chase TX1-0029  
Attn: Playworld Preferred, Inc. & 737808  
14800 Frye Road  
2nd Floor  
Ft. Worth, TX 76155

**I acknowledge that I have read, understand, and accept the terms and conditions of this quotation and that I am authorized to do so.**

Print Name \_\_\_\_\_ Customer PO # \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Playworld Preferred Signature \_\_\_\_\_ Date \_\_\_\_\_



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

To: School Board Members  
From: Misty Shelton  
Date: March 2025

**2nd reading:**

**4.600 Grading System-** remove the \* and the following wording from the policy \*Taught with college curriculum standards are eligible for rigor points. The standards are the same for the high school and TCAT dual enrollment. This will also line up with area CTE programs and SBE policy.

**4.603 Promotion and Retention-**The State Board of Education updated regulation 0520-01-03-.16 at its November meeting. Parents/guardians who choose to retain their K-2 student must submit a written request within thirty days of the end of the school year. If the student is not eligible for voluntary retention under state law, the district must respond to the parent/guardian in writing. This language has been added on page 2 of 6 highlighted in yellow.

**5.118 - Background Investigations-** In 2018, the Tennessee General Assembly passed a law requiring background checks every five years for teachers or other positions requiring proximity to children. This requirement was intended to be removed for district employees upon acceptance into the Federal Bureau of Investigation rapback program. As Tennessee has now been accepted into this program, employees must be enrolled in it. Other categories of individuals who may have proximity to children (substitutes, contractors, volunteers) may continue to go through the regular background check process or the district may choose to enroll them in the rap back program as well. TSBA has updated its model policy with provisions outlining these options.

**3.218.2 Use of Emotional Support Dogs**

The following policies are up for review.

**Up for Review:**

- 5.600- Staff Rights and Responsibilities
- 5.601 Staff Conflicts of Interest
- 5.602 Staff Time Schedules
- 5.603 Staff Meetings
- 5.605 Staff Gifts and Solicitations
- 5.606 Staff Community Relations
- 5.607 Non-School Employment
- 5.609 Consultants

931-729-3391 ext. 2226

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

fax 931-729-3834



5.610 Staff-Student Relations

5.611 Ethics

5.700 Interim Employees

\*5.3052 COVID-19 Leave

\*5.306 Military Leave

\*5.307 Physical Assault Leave

\*5.310 Vacations and Holidays

\*Added from canceled board meeting

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

931-729-3391 ext. 2226

*misty.shelton@hickmank12.org*

fax 931-729-3834

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

# 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)  
27 Honors Biology I and II  
28 Honors Physical Science  
29 Honors Chemistry  
30 Honors Physics

Trigonometry  
Honors Algebra II  
Honors Geometry  
Dual Enrollment College Courses  
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
- 20 2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered
- 21 a defined part(s) of any content area or all of the content areas, the student must take an
- 22 alternate exam approved by the Chief Academic Officer to substitute for the corresponding
- 23 content not tested.

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

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

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

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

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

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

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

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

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

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

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

### **6 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>

---

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: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>08/05/24</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>

**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
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;
  - 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.

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

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

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

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

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

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

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

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

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

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in 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  
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 2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau  
16 of Investigation for all purposes and uses authorized for fingerprint submission.
- 17

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

# 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~~ **opt out or 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

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

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

## Conclusion:

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



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

To: School Board Members  
From: Misty Shelton  
Date: March 2025

**2nd reading:**

**4.600 Grading System-** remove the \* and the following wording from the policy \*Taught with college curriculum standards are eligible for rigor points. The standards are the same for the high school and TCAT dual enrollment. This will also line up with area CTE programs and SBE policy.

**4.603 Promotion and Retention-**The State Board of Education updated regulation 0520-01-03-.16 at its November meeting. Parents/guardians who choose to retain their K-2 student must submit a written request within thirty days of the end of the school year. If the student is not eligible for voluntary retention under state law, the district must respond to the parent/guardian in writing. This language has been added on page 2 of 6 highlighted in yellow.

**5.118 - Background Investigations-** In 2018, the Tennessee General Assembly passed a law requiring background checks every five years for teachers or other positions requiring proximity to children. This requirement was intended to be removed for district employees upon acceptance into the Federal Bureau of Investigation rapback program. As Tennessee has now been accepted into this program, employees must be enrolled in it. Other categories of individuals who may have proximity to children (substitutes, contractors, volunteers) may continue to go through the regular background check process or the district may choose to enroll them in the rap back program as well. TSBA has updated its model policy with provisions outlining these options.

**3.218.2 Use of Emotional Support Dogs**

The following policies are up for review.

**Up for Review:**

- 5.600- Staff Rights and Responsibilities
- 5.601 Staff Conflicts of Interest
- 5.602 Staff Time Schedules
- 5.603 Staff Meetings
- 5.605 Staff Gifts and Solicitations
- 5.606 Staff Community Relations
- 5.607 Non-School Employment
- 5.609 Consultants

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5.610 Staff-Student Relations

5.611 Ethics

5.700 Interim Employees

\*5.3052 COVID-19 Leave

\*5.306 Military Leave

\*5.307 Physical Assault Leave

\*5.310 Vacations and Holidays

\*Added from canceled board meeting

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

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The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

# Hickman County Board of Education

Descriptor Term:

## Staff Rights & Responsibilities

Descriptor Code:  
5.600

Issued Date:  
08/07/23

Rescinds:  
5.600

Issued:  
03/06/23

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the  
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to:

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;<sup>1</sup>
- 5 2. Academic freedom within the confines of state law and board policy in order to create an  
6 atmosphere of freedom in the classroom;

7 Educators have the right to:<sup>2</sup>

- 8 1. Be treated with civility and respect as well as having his/her professional judgement and  
9 discretion respected;
- 10 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
11 appropriate agencies;
- 12 3. Provide students with a safe environment;
- 13 4. Defend themselves and their students from physical violence or harm;<sup>3</sup>
- 14 5. Share information regarding a student's educational experience, health, or safety with the  
15 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
- 16 6. Review all instructional material or curriculum before being utilized by students; and
- 17 7. Not be required to use his/her personal money to appropriately equip a classroom.

24 Each staff member has the responsibility to:

- 25 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the  
26 policies of the board and the procedures designed to implement them;
- 27 2. To adhere to the Teacher Code of Ethics;<sup>7</sup>
- 28 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of  
29 students and the students' right to know;
4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public;

- 1 5. Keep all records and prepare and submit promptly all reports that may be required by state law,  
2 state board regulations, board policy and administrative procedures; and
- 3 6. Wear appropriate dress for work according to board guidelines and local school rules.
- 4
- 5 7. Report students who commit offenses of assault and battery or vandalism on school property  
6 endangering the life, health, or safety of others pursuant to state law;<sup>5</sup> and  
7
- 8 8. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to  
9 a physical assault or other violent criminal act committed during the course of employment.<sup>6</sup>

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#### Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

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#### Cross References

Curriculum Development 4.200  
Controversial Issues 4.800  
Religious Content of Courses 4.804  
Staff-Student Relations 5.610  
Ethics 5.611

# Hickman County Board of Education

Descriptor Term: <b>Conflict of Interest</b>	Descriptor Code: <b>5.601</b>	Issued Date: <b>03/06/23</b>
	Rescinds: <b>5.601</b>	Issued: <b>11/02/20</b>

## 1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in  
3 supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,  
4 publisher, bookseller, or dealer in school furniture or apparatus, however a spouse or family member of  
5 a principal, teacher or other school administrative employee may participate in business transactions  
6 with the school system where a sealed competitive bid system is used, provided that the employee does  
7 not have discretion in the selection of bids or specifications.<sup>1</sup>

8 It shall be a misdemeanor for the director of schools to take any other contract under the Board, to  
9 perform any other service for additional compensation, to act as principal or teacher in any school, or to  
10 become the owner of a school warrant other than that allowed for his/her service as director of schools  
11 or as secretary to the Board.<sup>2</sup>

## 12 PROFESSIONAL AND SUPPORT PERSONNEL

13 Employees of the Board will not engage in, or have financial interest in, any activity that raises a  
14 reasonable question of conflict of interest with their duties and responsibilities as members of the school  
15 staff. This includes but is not limited to the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any  
17 service to the school system on a commission basis;<sup>1</sup>
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not  
19 receive royalties for use of such item in the school system;
- 20 3. Employees will not engage in any type of work where the source of information concerning a  
21 customer, client, or employer originates from information obtained through the school system;
- 22 4. The Board shall make no purchase of supplies, materials, or equipment from a school system  
23 employee; and
- 24 5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and  
25 reference books in a territory that includes the parents of the children of the school in which the  
26 employee is assigned.
- 27
- 28
- 29
- 30

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Legal References

1. TCA 49-6-2003
2. TCA 49-2-301(c)

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Cross References

Purchasing 2.805  
Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808  
Employee-Developed Materials 4.405  
Staff Gifts and Solicitations 5.605

# Hickman County Board of Education

Descriptor Term:

## Staff Time Schedules

Descriptor Code:  
5.602

Issued Date:  
02/06/23

Rescinds:  
5.602

Issued:  
11/02/20

### 1 WORK SCHEDULES

2 The workday for full-time licensed and professional staff will be a minimum of eight hours<sup>1</sup> and will  
3 continue until professional responsibilities to the student and the school are completed. Administrative  
4 meetings, curriculum development, student supervision, assigned duties, parent conferences, group or  
5 individual planning and extra-curricular activities will require hours beyond the stated minimum.  
6 Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to  
7 provide time for planning, preparation for effective teaching and attention to major program  
8 improvement.<sup>2</sup> Work schedules for other employees will be defined by the director of schools or his/her  
9 designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

### 10 WORKWEEK DEFINED

11 Working hours for all employees not exempted under the Fair Labor Standards Act,<sup>3</sup> including  
12 secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state  
13 regulations. The director of schools will ensure that job positions are classified as exempt or non-exempt  
14 and that employees are made aware of such classifications. Supervisors will make every effort to avoid  
15 circumstances which will require non-exempt employees to work more than forty (40) hours each week.  
16 For purposes of compliance with the Fair Labor Standards Act, the workweek for school district  
17 employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

### 18 OVERTIME AND COMPENSATORY TIME<sup>4</sup>

19 The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work  
20 overtime without the express approval of his/her supervisor. All overtime work must be expressly  
21 approved in writing by the director of schools or his/her designee. All supervisory personnel must  
22 monitor overtime on a weekly basis and report such time to the director of schools/designee. Principals  
23 and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and  
24 the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any  
25 overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt  
26 employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets  
27 of actual hours worked during the workweek will be signed by each employee and submitted to the  
28 finance director. The finance director will review work records of employees on a regular basis to make  
29 an assessment of overtime use.

30 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate  
31 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory time  
32 (1) is pursuant to an agreement between the employer and employee reached before overtime work is  
33 performed, and (2) is authorized by the immediate supervisor.

1 Employees will be allowed to use compensatory time within a reasonable period after requesting such  
2 use if the requested use of the compensatory time does not unduly disrupt the operation of the school  
3 division. Employees may accrue a maximum of 240 compensatory time hours before they will be  
4 provided overtime pay at the rate earned by the employee at the time the employee receives such  
5 payment. In addition, upon leaving the school division, an employee must be paid for any unused  
6 compensatory time at the rate of not less than the higher of (1) the average regular rate received by the  
7 employee during his/her last three (3) years of employment, or (2) the final regular rate received by the  
8 employee.

9 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of  
10 pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or  
11 compensatory time as provided for working more than forty (40) hours in a workweek.

12 This policy shall be included in the staff handbook, however, employees will be provided with a copy  
13 of this policy and will be required to sign this policy to acknowledge their understanding of overtime  
14 and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file  
15 and shall constitute the written agreement required in this section.

## 16 ATTENDANCE EXPECTATIONS

17 All employees are expected to be present during all work hours. Absence without prior approval, chronic  
18 absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and  
19 will result in disciplinary action up to and including dismissal.

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### Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302(e)(2)
3. 29 CFR 553.20—23
4. 29 CFR 541.100—101, 200, 204, 300, 303

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### Cross References

- School Day 1.801  
Curriculum Development 4.200  
Reporting Student Progress 4.601  
In-Service and Professional Learning Opportunities 5.113

# Hickman County Board of Education

Descriptor Term: <b>Staff Meetings</b>	Descriptor Code: <b>5.603</b>	Issued Date: <b>03/06/23</b>
	Rescinds: <b>5.603</b>	Issued: <b>11/02/20</b>

- 1 Staff meetings shall be held in each school for the purpose of promoting school improvement and  
2 professional growth and may be conducted by the principal, teachers or committees.
- 3 Faculty meetings shall be held at regularly scheduled times in each school, and teachers will reserve  
4 those appointed times for this purpose. Such meetings shall be attended by all teachers unless excused  
5 by the principal.
- 6 When possible, the building level principal shall provide an agenda for each faculty meeting.
- 7 Professional personnel shall also attend all designated meetings called by the administration of the school  
8 district.
- 9 Special called meetings or changes in regularly scheduled meetings should be announced two (2) days  
10 in advance of such meeting.
- 11 Emergency meetings may be called at any time.
- 12 When excused from a staff meeting, the teacher is responsible for contacting the principal and obtaining  
13 information presented at the meeting.
- 14 Teachers' meetings may include but not be limited to:
- 15 1. Meetings of the entire staff of school;
  - 16 17 2. Meetings of teachers in the same subject area or on the same grade level;
  - 18 19 3. System-wide in-service meetings; and
  - 20 21 4. Committee meetings dealing with specific problems.
- 22 Coaches have the same responsibility to attend faculty meetings, in-service meetings, assemblies and  
23 other school activities as do other teachers. However, during the season of the sport to which the coach  
24 is assigned, he/she may be excused by the principal from meetings held after the close of the school day.  
25 It shall be the responsibility of the coach to inquire of other teachers as to the content of meetings missed  
26 and to keep informed of activities going on in the school.

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Cross References

Advisory Committees 1.3011

In-Service and Professional Learning Opportunities 5.113

# Hickman County Board of Education

Descriptor Term: <b>Staff Gifts and Solicitations</b>	Descriptor Code: <b>5.605</b>	Issued Date: <b>02/06/23</b>
	Rescinds: <b>5.605</b>	Issued: <b>12/07/20</b>

## 1 GIFTS

2 Employees of the Board shall not accept gifts from students unless the gifts are of token value only.

3 Individual employees of the Board will refrain from giving gifts to staff members who exercise  
4 administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of  
5 money for group gifts is discouraged except in special circumstances such as bereavement, serious  
6 illness, or for mementos at retirement. Employees may collect money for group gifts, subject to the  
7 approval of the principal.

8 Employees are prohibited from accepting things of material value from individuals, companies or  
9 organizations doing business with the school system. Exceptions to this policy are the acceptance of  
10 minor items which are generally distributed to all by the companies through public relations programs.

## 11 SOLICITATIONS

12 No organization may solicit funds from employees within the schools. Flyers or other materials related  
13 to fund drives shall not be distributed through the schools without the written approval of the director of  
14 schools.

15 Employees will not be made responsible for the collection of any money or the distribution of any fund  
16 drive literature within the schools unless such activity has the director of schools' written approval.

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### Cross References

Advertising & Distribution of Materials in Schools 1.806  
Fundraising Activities 2.601  
Vendor Relations 2.809  
Staff Conflicts of Interest 5.601  
Student Gifts 6.710

# Hickman County Board of Education

Descriptor Term: <b>Staff Community Relations</b>	Descriptor Code: <b>5.606</b>	Issued Date: <b>02/06/23</b>
	Rescinds: <b>5.606</b>	Issued: <b>12/07/20</b>

1 **COMMUNITY ACTIVITIES**

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

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

7 **POLITICAL ACTIVITIES**

8 Employees may, on their own time, campaign for or against any candidate or referendum, but they shall  
9 not use the schools, the classroom or system position for political forum nor engage in any political  
10 promotion or solicitation during school hours.

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

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

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Cross References

Board-Community Relations 1.500  
News Releases, News Conferences & Interviews 1.503  
Advertising & Distribution of Materials in Schools 1.806

<b>Hickman County Board of Education</b>			
	Descriptor Term:	Descriptor Code:	Issued Date:
	<b>Non-School Employment</b>	<b>5.607</b>	<b>04/03/23</b>
		Rescinds:	Issued:
		<b>5.607</b>	<b>02/06/23</b>

1 **PROFESSIONAL PERSONNEL**

2 A given professional position may require additional hours during evenings or other times when offices  
3 may be closed. Outside employment is regarded as employment for compensation which is not within  
4 the duties and responsibilities of the employee's regular position with the school system.

5 An employee will not perform any duties related to an outside job during his/her regular working hours  
6 or during the additional time that the responsibilities of the position require, nor will an employee use  
7 any district facilities, equipment or materials in performing outside work. This includes the Board's  
8 computer systems and networks and any configuration of hardware and software. The systems and  
9 networks include all of the computer hardware, operating system software, stored text and data files.  
10 This includes but is not limited to, electronic mail, local databases, externally accessed databases (such  
11 as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications  
12 technologies, and new technologies as they become available. The Board reserves the right to have all  
13 technology resource activity monitored.

14 The Board's technology resources will be used only for learning, teaching and administrative purposes  
15 consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly  
16 prohibited.

17 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the  
18 employee may use such off-duty time for the purposes of remuneration, provided all the following  
19 conditions are met:

- 20 1. The work in no way interferes with the degree of effectiveness of his/her work in the school
- 21 system;
- 22 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 23 3. Such outside obligations do not prevent the individual from assuming duties required by the
- 24 regular position; and
- 25 4. The individual does not receive remuneration for work which is customarily within his/her
- 26 regular position.<sup>1</sup>

27 A teacher employed full time by the Hickman County Board of Education may be employed and paid  
28 by the same or another institution for additional part-time work, outside the teacher's regular hours, not  
29 to exceed four hundred (400) clock hours out of any nine-month period.

30 If such additional part-time work is or includes teaching in an institution of higher education, such  
31 teacher shall be limited to teaching no more than two (2) courses per quarter or semester.  
32 Such employment shall be approved by the governing board of each institution or system.

1 **SUPPORT PERSONNEL**

- 2 Support personnel shall not be prohibited from holding employment outside the school system so long  
3 as such employment does not interfere with regular and overtime scheduled duties for the school system.

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Legal References

1. TCA 49-5-410

# Hickman County Board of Education

	Descriptor Term:  <b>Consultants</b>	Descriptor Code: <b>5.609</b>	Issued Date: <b>02/06/23</b>
		Rescinds: <b>5.609</b>	Issued: <b>12/07/20</b>

- 1 Administrative and supervisory personnel may be authorized by the director of schools to make
- 2 consulting or speaking engagements of a professional nature outside the school system provided that
- 3 such commitments do not adversely affect the performance of their system assignments. Personnel may
- 4 accept honoraria in connection with these authorized out-of-system activities.

# Hickman County Board of Education

Descriptor Term: <b>Staff-Student Relations</b>	Descriptor Code: <b>5.610</b>	Issued Date: <b>02/06/23</b>
	Rescinds: <b>5.610</b>	Issued: <b>12/07/20</b>

1 Staff members shall maintain professional relationships with students at all times and develop  
2 wholesome and constructive relationships with them. Staff members shall be expected to regard each  
3 student as an individual and to accord each student the rights and respect that is due.

4 Staff members shall promote a learning environment that encourages fulfillment of each student's  
5 potential in regard to his/her program, consistent with district goals and with optimal opportunities for  
6 students. This goal may be reached by adapting instruction to individual needs, by:

- 7 1. Insisting on reasonable standards of scholastic accomplishment for all students;
- 8
- 9 2. Creating a positive atmosphere in and out of the classroom;
- 10
- 11 3. Extending courtesy and respect to students; and
- 12
- 13 4. Treating all students with consistent fairness.<sup>1</sup>

15 Staff members shall use good judgment in their relationships with students beyond their work  
16 responsibilities and/or outside the school setting and shall avoid excessive informal and social  
17 involvement with individual students. Any appearance of impropriety shall be avoided. Sexual  
relationships between employees and students shall be prohibited.<sup>2</sup>

## 18 INTERACTIONS

19 Whenever any interaction is taking place between a student and a person employed by the school system,  
20 and the interaction takes place behind a closed door or in an area where others are not present, the door  
21 shall have a visual transparent opening, or the door shall remain open, or another school employee shall  
22 be in the room.

23 All building level administrative personnel shall keep a written record of conferences with students  
24 which shall include the student's name, date, time, and the nature of the discussion.

25 Whenever a student is transported by school personnel (e.g., taken home due to illness, taken home after  
26 athletic practice or an athletic even) another school employee should be present.

27 These guidelines shall be adhered to at all times unless extenuating circumstances render them  
28 impractical or impossible.

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Legal References

1. TCA 49-5-1003
2. TCA 39-13-506; TCA 39-13-527

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Cross References

Staff Rights & Responsibilities 5.600  
Ethics 5.611

# Hickman County Board of Education

	Descriptor Term: <b style="text-align: center;">Ethics</b>	Descriptor Code: <b style="text-align: center;">5.611</b>	Issued Date: <b style="text-align: center;">02/06/23</b>
		Rescinds: <b style="text-align: center;">5.611</b>	Issued: <b style="text-align: center;">12/07/20</b>

1 An effective educational program requires the services of men and women of integrity, high ideals and  
 2 human understanding. To maintain and promote these essentials, all employees are expected to maintain  
 3 high standards in their school relationships.<sup>1</sup> These standards include the following:

- 4 1. The maintenance of just and courteous professional relationships with student, parent(s), staff  
 5 members and others;
- 6 2. The maintenance of their own efficiency and knowledge of the developments in their fields of  
 7 work;
- 8 3. The transaction of all official business with the properly designated authorities of the school  
 9 system;
- 10 4. The establishment of friendly and intelligent cooperation between the community and the school  
 11 system;
- 12 5. The representation of the school system on all occasions that the contributions of the school  
 13 system to the community are recognized;
- 14 6. The welfare of children as the first concern of the school system when placing professional  
 15 personnel. The use of pressure on school officials for appointments or transfers is unethical;
- 17 7. Restraint from using school contacts and privileges to promote partisan politics, sectarian  
 18 religious views or selfish propaganda of any kind;
- 19 8. The responsibility to make any criticism of other staff members or of the school system directly  
 20 to the particular school administrator who has the administrative responsibility for improving the  
 21 situation and then to the director of schools, if necessary; and
- 22 9. The proper use and protection of all school properties, equipment and materials.

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Legal References

1. TCA 49-5-501(3)(D); TCA 49-5-1003, 1004

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Cross References

- Staff Rights and Responsibilities 5.600  
 Staff-Student Relations 5.610

# Hickman County Board of Education

Descriptor Term: <b>Interim Employees</b>	Descriptor Code: <b>5.700</b>	Issued Date: <b>02/06/23</b>
	Rescinds: <b>5.700</b>	Issued: <b>12/07/20</b>

1 Employees shall be hired on an interim contract only when a vacancy is (created by an employee taking  
2 a leave of absence as set forth in TCA 49-5-702.)<sup>1</sup> Such interim employees shall be considered as  
3 temporary replacements for the remainder of the school year and the contract term will not be considered  
4 as initial employment.

5 Said positions will be filled at the discretion of the director of schools in such a manner as to cause the  
6 least disruption in the educational process for students and as quickly as possible to ensure a continuous  
7 function of the position.

8 Persons filling any temporary positions shall have no expectancy of continued employment under TCA  
9 49-5-409 or any other, but such person shall be considered for employment in filling vacancies as  
10 specified in the section dealing with initial employment. The contract of each temporary employee shall  
11 contain the following statement: *I understand that in filling a temporary position I have no expectancy*  
12 *of continued employment but shall be considered for initial employment to fill other vacancies.*

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#### Legal References

1. TCA 49-2-203(a)(1)(A); TCA 49-5-702

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#### Cross References

Long-Term Leaves of Absence 5.304

# Hickman County Board of Education

Descriptor Term:  <b>COVID-19 Leave</b>	Descriptor Code: <b>5.3052</b>	Issued Date: <b>12/05/22</b>
	Rescinds: <b>5.3052</b>	Issued: <b>08/02/21</b>

1 Employees are entitled to up to 10 days of paid sick leave if they are unable to work or telework  
2 because the employee:

- 3 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 4 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 5 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; or
- 6 4. is caring for his/her son or daughter whose school or place of care is closed, or person who  
7 regularly provides childcare is unavailable, for reasons related to COVID-19 and no other  
8 suitable person is available to care for the child during the requested period of leave. Son or  
9 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a  
10 child of a person standing in loco parentis, who is under 18 years of age; or 18 years of age  
11 or older who is incapable of self-care because of a mental or physical disability.  
12  
13

15 To demonstrate eligibility for the leave, the employee may be required to provide proof of COVID-19  
16 testing or other suitable documentation for the circumstances. Employees should seek clarification  
17 from human resources if they have questions regarding the total amount of leave available to them.

18 This paid leave may be taken if there is work available for the employee to complete and the employee  
19 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave  
20 that an employee may already be entitled to (e.g., existing sick leave). Employees are not required to  
21 exhaust any other paid leave benefit to utilize this new category of paid sick leave.

22 Employees will only be permitted up to 10 days of their regular pay per school year for any leave taken  
23 under this policy.

24 This policy will be in effect until 5/20/2022 unless the Board takes action to extend it. If the state or  
25 federal government issues a mandate for COVID-19 related leave after adoption of this local COVID-  
26 19 leave policy, such mandated leave will replace this policy entirely and this policy simultaneously  
27 will expire.

# Hickman County Board of Education

Descriptor Term: <b>Military Leave</b>	Descriptor Code: <b>5.306</b>	Issued Date: <b>12/05/22</b>
	Rescinds: <b>5.306</b>	Issued: <b>10/05/20</b>

1 Employees who are members of any reserve component of the Armed Forces of the United States shall  
2 be granted leave of absence for all periods of military service during which they are engaged in the  
3 performance of duty or training in the service of the state or the United States.<sup>1</sup> Reservists who anticipate  
4 military duty during the school year must give written notice to the director of schools, within thirty (30)  
5 days of the beginning of the school year, of the dates of the anticipated duty. While performing such  
6 duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20)  
7 working days in any one (1) calendar year, plus such additional days as may result from any call to active  
8 state duty.<sup>2</sup> An employee called to active duty by the governor to enforce the laws of the state shall be  
9 paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any  
10 time spent in active state duty shall not count against the twenty-day period of leave allowed for military  
11 service.<sup>3</sup>

12 Request for leaves and extension of leaves shall conform to state law and board policy governing all  
13 leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for  
14 dismissal.

15 The employee shall supply a copy of the orders for duty, including the dates of departure and return it to  
16 the director of schools prior to, or simultaneous with, requesting leave.

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#### Legal References

1. 38 USCA § 4301 *et seq.*; TCA 49-5-702(a)
2. TCA 8-33-109
3. TCA 58-1-106(d); TCA 58-1-109

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#### Cross References

Long Term Leaves of Absence for Professional Personnel  
5.304

# Hickman County Board of Education

Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>08/05/24</b>
	Rescinds: <b>5.307</b>	Issued: <b>08/07/23</b>

1 Employees shall be notified of their right to report a physical assault to the appropriate law  
2 enforcement agency.<sup>1</sup>

3 An employee who is absent from assigned duties as a result of personal injury caused by physical  
4 assault or other violent criminal acts committed in the course of the employee's employment duties  
5 shall receive his/her full salary and full benefits until the employee is released by his/her physician to  
6 return to work or his/her physician determines the employee is permanently unable to return to work.  
7 Hourly employees shall receive an amount representing the average number of hours the employee  
8 works for the district per pay period along with their full benefits, if available, until the employee is  
9 released by his/her physician to return to work or his/her physician determines the employee is  
10 permanently unable to return to work. An hourly employee is not eligible to receive the continued pay  
11 and benefits if he/she has been employed by the district for less than one (1) full pay period.<sup>2</sup>

12 If the employee receives workers' compensation or other similar benefits, the Board shall pay the  
13 difference between that amount and the employee's full salary or average pay, as applicable.<sup>2</sup> The  
14 district shall pay the full salary or average salary, or the difference between the employee's full salary  
15 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one  
16 (1) year

## 17 PHYSICIAN STATEMENT

18 A signed statement listing the cause of the absence shall be provided by the employee on forms  
19 furnished by the director of schools and shall promptly be given to the immediate supervisor in support  
20 of all claims. A certificate from the physician on forms furnished by the director of schools may also  
21 be required to verify the extent of the injury.<sup>3</sup>  
22

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### Legal References

1. Public Acts of 2024, Chapter No. 915
2. TCA 49-5-714(a); Public Acts of 2024, Chapter No. 839
3. TRR/MS 0520-01-02-.04(4)(b)

### Cross References

Worker's Compensation 3.602  
Sick Leave 5.302  
Long Term Leaves of Absence 5.304

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Vacations and Holidays</b>	Descriptor Code: <b>5.310</b>	Issued Date: <b>12/05/22</b>
		Rescinds: <b>5.310</b>	Issued: <b>10/05/20</b>

1 **VACATIONS**

2 Full-time support personnel shall have ten (10) vacation days per year. The time of vacation must be  
 3 approved by the director of schools and immediate supervisor.<sup>1</sup>

4 **HOLIDAYS**

5 Support personnel, if on active payroll at the time, shall be entitled to the following holidays:

- 6           Memorial Day
- 7           July 4
- 8           Labor Day
- 9           Thanksgiving (3 days)
- 10          December 24
- 11          December 25
- New Year's
- Good Friday

14 Equivalent days, as approved by the director of schools, may be taken when these days fall on weekends  
 15 or school is in session.

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Legal References

- 1. TCA 5-23-104

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Cross References

School Calendar 1.800

Exhibit 1

### PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS General Fund

Proposed fundraising activities: Kona Ice Truck

Purposed Uses of funds raised April 11 - mc b3 reward May 1 - after-school event  
May 21<sup>st</sup> behavior reward

School supplies

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

School-wide for rewards & after-school event

Method by which school will receive profit check/cash

Requested by *James Lawson*  
Name/Title

Date 1-28-25

Approved by *[Signature]*  
Principal

Date 1-28-25

Approved by *John Mullins*  
Director of Schools\*

Date 1-28-25

\* 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.

SSO

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Hickman County Scarlet Regiment Sponsors

Proposed fundraising activities: Selling Old Fashioned Company Candy with students during April 2025

Purposed Uses of funds raised  
Instrument Repair, Uniform Cleaning for  
Hems and HC HS Bands.

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
Hickman County Scarlet Regiment Sponsors

Method by which school will receive profit Will pay cost of product to  
Old Fashioned Company Candy and remainder will  
be the product.

Requested by Susan Hinson/President Date 02/20/2025  
Name/Title HCSSRS

Approved by Jina S. Higgs Date 2-26-25  
Principal 2-26-25

Approved by Roby Emerson  
John Mullin Date 2-26-25  
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.

SSO

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Hickman County Scarlet Regiment Sponsors

Proposed fundraising activities: Selling Butter Braid Frozen  
Pastry Dough During March 2025

Purposed Uses of funds raised  
Instrument repair, Uniform cleaning for  
HCMS and HCHS bands.

Expected student involvement (school-wide or specific school organization) HCMS/HCHS bands.  
Hickman County Scarlet Regiment Sponsors

Method by which school will receive profit Will pay cost of product to  
Butter Braid. Remainder of collected funds will be  
the profit.

Requested by Susan Hinson/President Date 02/20/2025  
Name/Title HCSRJ

Approved by [Signature] Date 2-26-25  
Principal [Signature] 2-26-25

Approved by [Signature] Date 2-26-25  
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.

SSO

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Hickman County Scarlet Regiment Sponsors

Proposed fundraising activities: Carwash May 3, 2025

Purposed Uses of funds raised

Instrument repair and uniform cleaning  
for HEMS and HCHS bands.

Expected student involvement (school-wide or specific school organization) HEMS & HCHS bands.

Hickman County Scarlet Regiment Sponsors.

Method by which school will receive profit everything collected  
should be profit to go to HCSRS account.

Requested by Susan Hinson/Resident Date 2/20/2025  
Name/Title

Approved by Lina S. Shigpen Date 2-26-25  
Principal 2-26-25  
Roby Emerson

Approved by John Mullen Date 2-26-25  
Director of Schools\*

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Volleyball

Proposed fundraising activities: Skills clinic

\$20 per student

Purposed Uses of funds raised  
volleyball equipment

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

4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> grade students

Method by which school will receive profit Currency

Requested by Christie Carter, coach  
Name/Title

Date 2-24-~~20~~25

Approved by [Signature]  
Principal

Date 2-24-25

Approved by [Signature]  
Director of Schools\*

Date 2-24-25

\* 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 Library

Proposed fundraising activities: Spring Book Fair

Purposed Uses of funds raised  
to purchase books and supplies  
for the library

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

~~None~~ None - Students will come to the  
book fair, but won't be asked to sell anything

Method by which school will receive profit Scholastic Dollars

Requested by Roni DeVault / Library Date 2/5/25  
Name/Title media  
Specialist

Approved by Z. A. B. A. Date 2/5/25  
Principal

Approved by John Mullins Date 2-11-25  
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 609

Proposed fundraising activities: Sponsorship Banners

Purposed Uses of funds raised  
concessions, banquet, player  
sweatshirts

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
Softball players + managers

Method by which school will receive profit currency

Requested by Atlicity Howell / Coach Date 1/31/25  
Name/Title

Approved by Lina S. Shupen Date 1-31-25  
Principal

Approved by John Mullins Date 1-31-25  
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



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

Fund/Account Name Football

Account Number 601

Proposed fundraising activities: Selling Discount Cards  
(The whole month of April)

Purposed Uses of funds raised: Equipment Upgrade, Athlete Apparel

Expected Student involvement (school-wide or specific school organization): Football Players will  
be asked to sell cards at \$20/card.

Method by which school will receive profit: Collecting money from card sale.

Requested by: Chris Cant Head Football Coach 2/12/2025  
Name/Title Date

Acknowledge by: [Signature] Bookkeeper 2/12/25  
Date

Approved by: [Signature] Principal 2/12/25  
Date

Approved by: John Mullins Director of Schools\* 2/12/25  
Date

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



# PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name Softball

Account Number

**Proposed fundraising activities:** 20 for 20 Each player asks for \$20 from 20 people

**Purposed Uses of funds raised:** New Bases, Chalk, Catcher equipment, help with umpires, food before games, first aid supplies

**Expected Student involvement (school-wide or specific school organization):** Softball players only

**Method by which school will receive profit:** 100% of the money

Requested by: Todd Collins Head Softball Coach 2/3/2025

Acknowledge by: *[Signature]*

Name/Title Date

*2/4/25*  
Bookkeeper Date

Approved by: *[Signature]*

*2/4/25*  
Principal Date

Approved by: *[Signature]*

*2-4-25*  
Director of Schools\* Date

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



# PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name Softball

Account Number

**Proposed fundraising activities:** 20 for 20 Each player asks for \$20 from 20 people

**Purposed Uses of funds raised:** New Bases, Chalk, Catcher equipment, help with umpires, food before games, first aid supplies

**Expected Student involvement (school-wide or specific school organization):** Softball players only

**Method by which school will receive profit:** 100% of the money

Requested by: Todd Collins Head Softball Coach 2/3/2025

Acknowledge by: *[Signature]*

Name/Title Date

2/4/25  
Bookkeeper Date

Approved by: *[Signature]*

2/4/25  
Principal Date

Approved by: *[Signature]*

2-4-25  
Director of Schools\* Date

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

**PROPOSED FUNDRAISING ACTIVITIES**



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

Fund/Account Name Junior class

Account Number 704

Proposed fundraising activities: Calendar date donations -  
month of April, 2025. see attached forms -

Purposed Uses of funds raised: graduation expenses and or  
senior trip

Expected Student involvement (school-wide or specific school organization): all 100 plus

Students will have the opportunity to  
participate -

Method by which school will receive profit: donations from family/friends  
of students.

Requested by: Tracy Poth  
Name/Title

1/29/25  
Date

Acknowledge by: [Signature]  
Bookkeeper

1/29/25  
Date

Approved by: [Signature]  
Principal

1/29/25  
Date

Approved by: [Signature]  
Director of Schools\*

1/29/25  
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.

# Class of 2026 Calendar Fundraiser

I, \_\_\_\_\_, agree to participate in the 2026 Calendar Fundraiser during the

Student's name neatly printed

month of March. When I return this agreement with a parent's signature I will receive my calendar and money envelope. I accept full responsibility to return the calendar and money donated. Calendars **MUST** be returned even if no donations were received; **if unable to get donations, simply return the original calendar and owe nothing.** Each calendar is numbered and assigned to a specific junior. Calendars are printed on blue cardstock and embossed to preserve integrity of original calendars, NO copies can be accepted. **Lost or stolen calendars will require total payment of \$495.00.** To clarify liability: **if unable to get donations, simply return the original calendar and owe nothing.**

I, \_\_\_\_\_, grant my child, \_\_\_\_\_, permission to

Neatly print parent/guardian's name

Neatly print child's name

participate in this calendar fundraiser. By signing this permission form I accept full responsibility to turn in donated funds and the calendar. **If unable to get donations, simply return the original calendar and owe nothing. Lost or stolen calendars will require a total payment of \$495.00.** EHHS **MUST** have a way to verify that money collected goes to the intended recipient: Class of 2026.

YES, I ACCEPT FULL RESPONSIBILITY THAT FUNDS

NEATLY PRINT PARENT/GUARDIAN'S NAME

COLLECTED AND THE CALENDAR WILL BE RETURNED TO MS. TRACY POTH NO LATER THAN MAY 3, 2025.

PLEASE SIGN BELOW

THIS FORM MUST BE SUBMITTED TO TRACY POTH BEFORE A CALENDAR WILL BE GIVEN TO A STUDENT.

**Parent's signature**

**Date**

Parents and students, this fundraiser, if successful, will earn the class of 2026 enough money to pay for graduation, end of year plaques and we will have funds to help pay for a nice senior trip. 20 participants would net \$9,920.00 with VERY little effort. Let's DO this !!!!

[tracy.poth@hickmank12.org](mailto:tracy.poth@hickmank12.org)

670-1366 Ext. 8106

*John M. Adams*  
1-29-25

April

#10

Neatly print donors first and last name and contact number on the date they select.  
Amount donated should match date- Example 4th = 4.00 donation

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
<del>31</del>	Thank you for supporting the Class of 2026	<b>Every little bit helps</b>	So proud to be a member of the Class of 2026	Every dollar goes a long way	<b>Total donated:</b>

JM 1-29-25

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Junior class

Account Number 704

Proposed fundraising activities: NCT (Junior) movie relief  
afternoon.

Purposed Uses of funds raised: graduation / senior expenses /  
senior trip

Expected Student involvement (school-wide or specific school organization): 200+ students  
from all grades excluding seniors.

Method by which school will receive profit: sell arrowhead for \$5<sup>00</sup>  
get a free movie ticket.

Requested by: Tracy Poth 1/29/25  
Name/Title Date

Acknowledge by: [Signature] 1/29/25  
Bookkeeper Date

Approved by: [Signature] 1/29/25  
Principal Date

Approved by: [Signature] 1/29/25  
Director of Schools\* Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Senior trip fund

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

Proposed fundraising activities: Little Caesar's fundraiser - online

Purposed Uses of funds raised: Senior trip

Expected Student involvement (school-wide or specific school organization): This will be only sold by members of the Senior class

Method by which school will receive profit: check to school

Requested by: Connie Graves / Senior class sponsor 1/30/2025  
Name/Title Date

Acknowledge by: [Signature] 1/31/25  
Bookkeeper Date

Approved by: [Signature] 1/31/25  
Principal Date

Approved by: [Signature] 1-21-25  
Director of Schools\* Date

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name c/o 27

Proposed fundraising activities: Pom Pom Sales

Purposed Uses of funds raised  
Sophomore class fund  
(graduation expenses)

Expected student involvement (school-wide or specific school organization) school-  
wide / sporting events

Method by which school will receive profit profit from sales

Requested by Talitha Beard - c/o 27 Date 1/31/25  
Name/Title sponsor

Approved by Ruby Emerson Date 2-1-25  
Principal

Approved by John Mullins Date 2-4-25  
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 601 - Volleyball

Proposed fundraising activities: Alumni Game

Purposed Uses of funds raised Ref fees

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

Method by which school will receive profit Admission

Requested by Ramon Haggis / Head Coach  
Name/Title

Date 1-29-25

Approved by [Signature]  
Principal

Date 1-29-25

Approved by [Signature]  
Director of Schools\*

Date 1-29-25

\* 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, Nunnally, TN 37137

### School Support Organization Request For Fundraising Activities

Organization FTA

Proposed Fundraising Activity Valentine's Day - Singing Telegrams

Date(s) 2/14/25

Location(s) HCHS

Requested By Matthew Dotson 1/29/25  
President/Chair of Organization Date

Recommended By Ruby Emerson 1-29-25  
Principal Date

Approved John Mullins 1-29-25  
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\*\***