

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---May 4, 2026

The Hickman county Board of Education met on May 4, 2026, at 6:30 PM in Hickman County High School Library.

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

I. Call To Order

II. Public Comment

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

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for May 4, 2026

Motion to approve the Agenda for May 4, 2026.

Motion made by Doug Lane.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

VI. Regular Meeting Minutes for April 13, 2026

Motion to approve the Regular Meeting Minutes for April 13, 2026.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

VII. Special Called Session Minutes for April 29, 2026

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---May 4, 2026

Motion to approve Special Called Session Minutes for April 29, 2026.

Motion made by Tabitha Cude.

Motion seconded by Brandon Tidwell.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

VIII. Special Recognition

A. Employee of the Month

B. Student Board Representative Recognitions

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

D. Building Teachers of the Year

1. EHES Teacher of the Year

2. EHIS Teacher of the Year

3. EHMS Teacher of the Year

4. EHHS Teacher of the Year

5. CES Teacher of the Year

6. CIS Teacher of the Year

7. HCMS Teacher of the Year

8. HCHS Teacher of the Year

E. Novice School Teachers of the Year

1. EHES Novice School Teacher of the Year

2. CES Novice School Teacher of the Year

3. EHHS Novice School Teacher of the Year

4. CIS Novice School Teacher of the Year

5. HCHS Novice School Teacher of the Year

F. Novice District Level Teachers of the Year

1. Grades Pre-K - 4

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---May 4, 2026

2. Grades 9-12

G. District Teachers of the Year

1. Grades Pre-K - 4

2. Grades 5-8

3. Grades 9-12

H. Leaders of the Year

1. Principal of the Year

2. Supervisor of the Year

IX. Consent Agenda Items

Motion to approve Consent Agenda Items.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Personnel Report

C. Financial Report

D. Attendance Report

X. Items Requiring Board Action

A. Trip Request

1. HCHS JROTC

Motion to approve HCHS JROTC cadet leadership challenge.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---May 4, 2026

Christy Mays: Yea  
Pippa Taylor: Yea  
Brandon Tidwell: Yea

Yea: 7, Nay: 0

2. HCMS Boys' Basketball

Motion to approve HCMS Boys' Basketball camp.

Motion made by Christy Mays.

Motion seconded by Jane Herron.

Motion Result: Passed

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

Yea: 7, Nay: 0

3. HCHS Girls' Basketball

Motion to approve HCHS Girls' Basketball overnight trips.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

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

Yea: 7, Nay: 0

B. Textbook Adoption

Motion to approve Textbook Adoption for schedule E (Computer Science, Health and Wellness, CTE blanket adoption) ELA 3 year gap adoption. K-2, Wonders - Sounds First - Amplify CKLA Skills Workbook. 3-5, Wit and Wisdom. 6-8, 9-12 My Perspectives.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

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

Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---May 4, 2026

C. Budget Amendments

Motion to approve Budget Amendments 33, 34 & 35.

Motion made by Doug Lane.

Motion seconded by Brandon Tidwell.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

D. OPEB

Motion to approve Option 2 for OPEB.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

E. Budget for FY27 (141, 143)

Motion to approve the agenda by Cude then Mays then 2 amendments Motion to amend the Budget for FY 27 (141, 143) from 13 cents to 8 cents with a separate presentation for the capitol outlay projects

with a separate presentation for the capitol outlay projects.

Motion made by Tabitha Cude.

Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

Motion to amend the Budget for FY 27 (141) from 13 cents to 8 cents.

Motion made by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---May 4, 2026

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

Yea: 7, Nay: 0

with a separate presentation for the capitol outlay projects.

Motion made by Jane Herron.

Motion Result: Passed

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

Yea: 7, Nay: 0

Motion to approve budget 143.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

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

Yea: 7, Nay: 0

F. Board Policies

1. Revised Board Policies 1.804, 2.400, 5.114, 5.1151, 5.200, 5.201, 5.202, 5.302, 5.400, 5.403, 5.606, New 5.608, 5.800, 6.411 (2nd Reading)

Motion to approve revised board policies 1.804, 2.400, 5.114, 5.1151, 5.200, 5.201, 5.202, 5.302, 5.400, 5.403, 5.606, New 5.608, 5.800, 6.411 (2nd Reading).

Motion made by Doug Lane.

Motion seconded by Christy Mays.

Motion Result: Passed

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

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---May 4, 2026

Brandon Tidwell: Yea

Yea: 7, Nay: 0

2. Board Policies Review 2.800--2.900

Motion to approve Board Policies Review 2.800--2.900.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

XI. Announcements

A. Regular Board Meeting for June 1, 2026

B. Director's Evaluation and Board Self-Evaluation

C. School Budget Presentation to County Legislative Body - May 7,  
2026 5:30 p.m.

D. TSBA Fall District Meeting - September 17, 2026 - Lawrence  
County  
(E.O. Coffman Middle School)

XII. Closing Comments

A. Legislative Representative

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

XIII. Adjourn

Motion to adjourn.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

**Doug Lane**  
2059 Lake Drive, Centerville, TN 37033

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

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

**Tabitha Cude**  
4141 Lewis Rd., Centerville, TN 37033



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

**Christy Mays**  
450 Hwy. 50, Centerville, TN 37033

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

**Jane Herron**  
PO Box 13, Nunnally, TN 37137

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

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

- F. Novice District Level Teachers of the Year
  - 1. Grades Pre-K-4—Doug Lane
  - 2. Grades 9-12—Pippa Taylor
  
- G. District Teachers of the Year
  - 1. Grades Pre-K-4—Dr. Tabitha Cude
  - 2. Grades 5-8—Brandon Tidwell
  - 3. Grades 9-12—Jane Herron
  
- H. Leaders of the Year
  - 1. Principal of the Year—Board Chair
  - 2. Supervisor of the Year—Jane Herron
  
- IX. Consent Agenda Items
  - A. Board Chair's Report
    - 1. Chair's Countersigned Warrants
  - B. Personnel Report
  - C. Financial Report
  - D. Attendance Report
  
- X. Items Requiring Board Action
  - A. Trip Requests
    - 1. HCHS JROTC—Instructor and Cadets
    - 2. HCMS Boys' Basketball—Coach and Players
    - 3. HCHS Girls' Basketball—Coach and Players
  - B. Textbook Adoption—Curriculum Coordinator
  - C. Budget Amendments—Business Officer
  - D. Budget for FY27 (141, 143)—Business Officer
  - E. OPEB—Business Officer
  - F. Board Policies
    - 1. Revised Board Policies 1.804, 2.400, 5.114, 5.1151, 5.200, 5.201, 5.202, 5.302, 5.400, 5.403, 5.606, New 5.608, 5.800, 6.411 – 2nd Reading—Misty Shelton
    - 2. Board Policies Review 2.800—2.900—Misty Shelton
  
- XI. Announcements
  - A. Regular Board Meeting for June 1, 2026
  - B. Director's Evaluation and Board Self-Evaluation
  - C. School Budget Presentation to County Legislative Body – May 7, 2026 @ 5:30 p.m.
  - D. TSBA Fall District Meeting – September 17, 2026 – Lawrence Co. (E.O. Coffman Middle)
  
- XII. Closing Comments
  - A. Legislative Representative—Christy Mays
  - B. Board Chair, Board Members, Student Representatives, and Interim Director of Schools
  
- XIII. Adjourn

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

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

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

I. Call To Order

II. Public Comment

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

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for April 13, 2026

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

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

VI. Regular Meeting Minutes for March 2, 2026

Moti.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

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

Motion made by Jane Herron.

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

Motion seconded by Pippa Taylor.

Motion Result: Passed

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

Yea: 7, Nay: 0

VII. Special Called Session Minutes for March 17, 2026

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

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

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

Yea: 7, Nay: 0

VIII. Special Recognition

A. Employee of the Month

B. Certificate Presentation to TSBA SCOPE Conference Delegates

IX. Consent Agenda Items

Motion to approve Consent Agenda Items.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

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

Yea: 7, Nay: 0

A. Board Chair's Report

1. Chair's Countersigned Warrants

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

B. Personnel Report

C. Financial Report

D. Attendance Report

X. Items Requiring Board Action

A. Trip Request

1. HCHS TN Strong

Motion to approve HCHS TN Strong.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

2. EHHS Cheer Camp

Motion to approve EHHS Cheer Camp.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

B. 2026-2027 Attendance Zones

Motion to approve 2026-2027 Attendance Zones.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

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

Brandon Tidwell: Yea

Yea: 7, Nay: 0

C. TSBA 2027 Membership Dues

Motion to approve TSBA 2027 Membership Dues.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

D. Hickman County Chamber of Commerce Dues

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

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

Motion made by Tabitha Cude.

Motion seconded by Christy Mays.

Motion Result: Passed

Jane Herron: Abstain (With Conflict)

Tabitha Cude: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

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

E. Appoint all Board Members to the Budget Committee

Motion to Appoint all Board Members to the Budget Committee.

Motion made by Tabitha Cude.

Motion seconded by Doug Lane.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

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

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

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

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

Yea: 7, Nay: 0

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

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

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

Yea: 7, Nay: 0

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

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

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

Yea: 7, Nay: 0

1. Network Services

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

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

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

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

Yea: 7, Nay: 0

1. Internal Connection

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

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

Yea: 7, Nay: 0

J. Budget Amendments

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

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

Yea: 7, Nay: 0

K. OPEB

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

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

Motion seconded by Tabitha Cude.

Motion Result: Tabled

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

Yea: 7, Nay: 0

L. Board Policies

1. Revised Board Policy 1.108 (2nd Reading)

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

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

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

Yea: 7, Nay: 0

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

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

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

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

Yea: 7, Nay: 0

3. Board Policies Review 2.401--2.703

Motion to approve Board Policies Review 2.401--2.703.

Motion made by Christy Mays.

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

Motion seconded by Jane Herron.

Motion Result: Passed

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

Yea: 7, Nay: 0

M. HCHS Agreement from APEX Bank

Motion to approve HCHS Agreement from APEX Bank.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

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

Yea: 7, Nay: 0

XI. Discussion

A. FY2025 Internal School Funds Audit

B. Budget FY27 Update

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

C. Transportation - Seatbelt Safety

XII. Announcements

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

XIII. Closing Comments

A. Legislative Representative

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

XIV. Adjourn

Motion to adjourn.

Motion made by Tabitha Cude.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea  
Jane Herron: Yea

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

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION  
SPECIAL CALLED SESSION---April 29, 2026

The Hickman county Board of Education met on April 29, 2026, at 6:00 PM in Central Office - Room 203.

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

I. Call To Order

This will be a voting session

II. Moment of Silence

III. Pledge of Allegiance

IV. Agenda for April 29, 2026

Motion to approve the Agenda for April 29, 2026.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

V. Items Requiring Board Action

A. Trip Request

1. EHHS FCCLA

Motion to approve EHHS FCCLA National Competition in Washington DC.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

B. FY27 Budget

Motion to table FY27 Budget to May 4th.

Motion made by Doug Lane.

Motion seconded by Christy Mays.

Motion Result: Passed

HICKMAN COUNTY BOARD OF EDUCATION  
SPECIAL CALLED SESSION---April 29, 2026

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

VI. Adjourn

Motion to Adjourn.

Motion made by Doug Lane.

Motion seconded by Brandon Tidwell.

Motion Result: Passed

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



# CERTIFICATE

OF RECOGNITION

---

Awarded to

*Kitty Bates*

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

We appreciate your willingness to serve in this manner.



Belinda Anderson  
Interim Director of Schools



Jim Hester  
Board Chair





# CERTIFICATE

OF RECOGNITION

---

Awarded to

*Emily Kuhn*

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

We appreciate your willingness to serve in this manor.

  
Belinda Anderson  
Interim Director of Schools

  
Sam Allen  
Board Chair



# Seniors Scoring 29 or Above On the ACT

## HCHS

Joseph McCauley      29

Carol Warren          29

## EHHS

Evie Schumann        33

# CERTIFICATE OF RECOGNITION

THE RECOGNITION IS GIVEN TO

*Evie Schumann*

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

*Belinda Anderson*

**DR. BELINDA ANDERSON**  
INTERIM DIRECTOR OF SCHOOLS

*Tim Hobbs*

**TIM HOBBS**  
BOARD CHAIR



# CERTIFICATE OF RECOGNITION

THE RECOGNITION IS GIVEN TO

*Joseph McCauley*

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

*Belinda Anderson*

**DR. BELINDA ANDERSON**  
INTERIM DIRECTOR OF SCHOOLS

*Tim Hobbs*

**TIM HOBBS**  
BOARD CHAIR



# CERTIFICATE OF RECOGNITION

THE RECOGNITION IS GIVEN TO

*Carol Warren*

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

*Belinda Anderson*

**DR. BELINDA ANDERSON**  
INTERIM DIRECTOR OF SCHOOLS

*Tim Hobbs*

**TIM HOBBS**  
BOARD CHAIR



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Bank Name                      Bank Number  
General Purpose                      141

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

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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>
43000765	Town Of Centerville	5315	04/08/2026	143- -11140	\$178.25
<b>143 Total:</b>					\$178.25
<b>Bank Total:</b>					\$178.25
<b>Bank Payment Count:</b>					1

Bank Name                      Bank Number  
 Cafeteria                              143

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

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

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

**141 Total:** \$391,760.87

**Bank Total:** \$391,760.87

**Bank Payment Count:** 38

**Bank Name**                      **Bank Number**  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001131	Hickman Co Trustee	2722	04/13/2026	142-010-11140	\$150.20
42001132	Smartsign	3825	04/13/2026	142-010-11140	\$466.78
<b>142-010 Total:</b>					\$616.98
42001128	Amazon	727	04/13/2026	142-101-11140	\$5,223.90
42001129	Bulk Bookstore	8165	04/13/2026	142-101-11140	\$1,466.25
42001131	Hickman Co Trustee	2722	04/13/2026	142-101-11140	\$1,231.05
<b>142-101 Total:</b>					\$7,921.20
42001131	Hickman Co Trustee	2722	04/13/2026	142-170-11140	\$82.70
<b>142-170 Total:</b>					\$82.70
42001131	Hickman Co Trustee	2722	04/13/2026	142-201-11140	\$150.20
<b>142-201 Total:</b>					\$150.20
42001133	The Math Learning Center	7149	04/13/2026	142-601-11140	\$8,283.00
<b>142-601 Total:</b>					\$8,283.00
42001131	Hickman Co Trustee	2722	04/13/2026	142-801-11140	\$82.70
<b>142-801 Total:</b>					\$82.70
42001130	CORE Medical Equipment, LLC	9263	04/13/2026	142-901-11140	\$3,044.00
42001131	Hickman Co Trustee	2722	04/13/2026	142-901-11140	\$2,568.64
<b>142-901 Total:</b>					\$5,612.64
42001131	Hickman Co Trustee	2722	04/13/2026	142-911-11140	\$82.70
<b>142-911 Total:</b>					\$82.70
<b>Bank Total:</b>					\$22,832.12
<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>
41004617	Amazon	727	04/16/2026	141- -11140	\$336.95
41004618	Arthur Tidwell DbA Art's House Painting	8647	04/16/2026	141- -11140	\$7,570.00
41004619	AT & T	7542	04/16/2026	141- -11140	\$100.30
41004620	County Of Hickman Misc Acct	1633	04/16/2026	141- -11140	\$6,905.01
41004621	Dewitte, Kandice	2017	04/16/2026	141- -11140	\$300.00
41004622	Farmer's Market	2418	04/16/2026	141- -11140	\$60.00
41004623	Hickman Co Chamber Of Commerce, Inc	2719	04/16/2026	141- -11140	\$600.00
41004624	Interpreters Unlimited, Inc.	6501	04/16/2026	141- -11140	\$173.75
41004625	Lowe's	3498	04/16/2026	141- -11140	\$778.87
41004626	Oriental Trading Co., Inc.	6258	04/16/2026	141- -11140	\$177.04
41004627	Porter Roofing Contractors,Inc.	904	04/16/2026	141- -11140	\$268,571.65
41004628	Quill, LLC	4574	04/16/2026	141- -11140	\$104.27
41004629	Rj Young Company	4691	04/16/2026	141- -11140	\$4,391.55
41004630	Tennessee Bureau Of Investigation	5491	04/16/2026	141- -11140	\$150.00
41004631	Tennessee School Board Assoc.	61	04/16/2026	141- -11140	\$6,344.00
41004632	Town Of Centerville	5315	04/16/2026	141- -11140	\$7,905.61
41004633	TreviPay-Walmart	8999	04/16/2026	141- -11140	\$80.07
41004634	Zayo Education, LLC	2133	04/16/2026	141- -11140	\$2,137.68

**141 Total:**                      \$306,686.75

**Bank Total:**                      \$306,686.75

**Bank Payment Count:**                      18

Bank Name                      Bank Number  
Federal                              142

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

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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>
43000776	Rj Young Company	4691	04/16/2026	143- -11140	\$336.83
<b>143 Total:</b>					\$336.83
<b>Bank Total:</b>					\$336.83
<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>
41004635	AT & T	7542	04/20/2026	141- -11140	\$421.41
41004636	Brewer, Robert G.	7665	04/20/2026	141- -11140	\$220.04
41004637	Hatton, Mary Ellen	6676	04/20/2026	141- -11140	\$155.00
41004638	Hobbs, Kara	6361	04/20/2026	141- -11140	\$194.30
41004639	Anderson, Lynne	8643	04/20/2026	141- -11140	\$25.20
41004640	Quality Tire & Service, LLC	7433	04/20/2026	141- -11140	\$2,592.00
41004641	Save A Lot	4820	04/20/2026	141- -11140	\$150.16
41004642	Stanley, Allison	7210	04/20/2026	141- -11140	\$37.15
41004643	Breece, Tonia	8443	04/20/2026	141- -11140	\$37.15
41004644	Totty, Ashley	5748	04/20/2026	141- -11140	\$156.60
<b>141 Total:</b>					<b>\$3,989.01</b>
<b>Bank Total:</b>					<b>\$3,989.01</b>
<b>Bank Payment Count:</b>					<b>10</b>

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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>
42001138	Realityworks	4651	04/20/2026	142-811-11140	\$8,774.06
<b>142-811 Total:</b>					\$8,774.06
<b>Bank Total:</b>					\$8,774.06
<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>
41004645	A-L Compressed Gases, Inc	22	04/23/2026	141- -11140	\$454.27
41004646	Amazon	727	04/23/2026	141- -11140	\$2,995.95
41004647	Anderson, Belinda	8051	04/23/2026	141- -11140	\$384.25
41004648	ASMS, LLC	646	04/23/2026	141- -11140	\$781.00
41004649	Breece, Debbie	853	04/23/2026	141- -11140	\$340.03
41004650	Dickson Electric System	1806	04/23/2026	141- -11140	\$33,925.48
41004651	East Hickman High School	2110	04/23/2026	141- -11140	\$2,370.00
41004652	Ferrellgas	7446	04/23/2026	141- -11140	\$1,197.06
41004653	Harvill, Nancy	2758	04/23/2026	141- -11140	\$7,197.70
41004654	Hickman Co Solid Waste Man.	2746	04/23/2026	141- -11140	\$265.00
41004655	Hickman Co Trustee	2722	04/23/2026	141- -11140	\$1,374.10
41004656	Hickman County High School	2917	04/23/2026	141- -11140	\$3,180.00
41004657	Howard Industries, Inc.	2866	04/23/2026	141- -11140	\$3,650.00
41004658	Kelley Designs	9287	04/23/2026	141- -11140	\$160.00
41004659	Nixon Power Services, Llc	4196	04/23/2026	141- -11140	\$1,830.00
41004660	Optimus Pest Solutions	47	04/23/2026	141- -11140	\$750.00
41004661	Pace Analytical National	2230	04/23/2026	141- -11140	\$756.00
41004662	Piney River Waste	8397	04/23/2026	141- -11140	\$615.00
41004663	Quill, LLC	4574	04/23/2026	141- -11140	\$778.00
41004664	Republic Service, LLC #840	4739	04/23/2026	141- -11140	\$4,933.46
41004665	Shelton, Misty L.	375	04/23/2026	141- -11140	<del>\$556.80</del>
41004666	Soliant Health, LLC	8569	04/23/2026	141- -11140	\$3,974.33
41004667	Stellar Therapy Services, LLC	8260	04/23/2026	141- -11140	\$8,085.00
41004668	The Brook Center Therapy Solutions, LLC	8659	04/23/2026	141- -11140	\$2,887.08
41004669	Water Authority Of Dickson Co.	5874	04/23/2026	141- -11140	\$2,419.03
41004670	Waverly Glass Inc.	5863	04/23/2026	141- -11140	\$1,270.00
41004671	Youth Town of Tennessee, Inc.	6951	04/23/2026	141- -11140	\$1,260.00
41004672	Zonar Systems, Inc.	6102	04/23/2026	141- -11140	\$1,666.75

**141 Total:** \$90,056.29

**Bank Total:** \$90,056.29

**Bank Payment Count:** 28

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

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

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
* 41004673	Shelton, Misty L.	375	04/24/2026	141- -11140	\$371.20
<b>141 Total:</b>					\$371.20
<b>Bank Total:</b>					\$371.20
<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>
41004674	Amazon	727	04/27/2026	141- -11140	\$78.97
41004675	American Paper & Twine Company	797	04/27/2026	141- -11140	\$407.00
41004676	Centerville Print Lab	9152	04/27/2026	141- -11140	\$718.52
41004677	CNB Computers USA, Inc.	6586	04/27/2026	141- -11140	\$5,000.00
41004678	Instructure	8152	04/27/2026	141- -11140	\$3,000.00
41004679	Lumen/Centurylink	4577	04/27/2026	141- -11140	\$56.48
41004680	Prince Hardware, LLC	4321	04/27/2026	141- -11140	\$1,482.99
41004681	Really Good Stuff, LLC	4606	04/27/2026	141- -11140	\$150.95
<b>141 Total:</b>					<u>\$10,894.91</u>
<b>Bank Total:</b>					\$10,894.91
<b>Bank Payment Count:</b>					8

**Bank Name**                      **Bank Number**  
 Federal                              142

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

**Bank Name**                      **Bank Number**  
Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000777	American Fidelity Assurance Co	636	04/27/2026	143- -11140	\$1,557.47
43000778	Ameritas Life Insurance Corp.	7442	04/27/2026	143- -11140	\$81.42
43000779	Beam Insurance Administrators LLC	7435	04/27/2026	143- -11140	\$428.41
43000780	Hickman Co Trustee	2722	04/27/2026	143- -11140	\$1,790.02
43000781	Hickman County Trustee	2937	04/27/2026	143- -11140	\$18,657.18
43000782	Tennessee Farmers Life Insurance	5297	04/27/2026	143- -11140	\$25.00
<b>143 Total:</b>					<u>\$22,539.50</u>
<b>Bank Total:</b>					<u>\$22,539.50</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>
41004682	Hickman Co Trustee	2722	04/28/2026	141- -11140	\$1,050.00
41004683	Hickman County Trustee	2937	04/28/2026	141- -11140	\$443,063.63
41004684	Metropolitan Life	3677	04/28/2026	141- -11140	\$120.00
41004685	MG Crafts	8281	04/28/2026	141- -11140	\$150.00
41004686	Tennessee Child Support Receipting Unit	1312	04/28/2026	141- -11140	\$791.00
41004687	Tennessee Farmers Life Insurance	5297	04/28/2026	141- -11140	\$925.00
41004688	Tidwell, Marcy	6830	04/28/2026	141- -11140	\$10,833.33
<b>141 Total:</b>					\$456,932.96
<b>Bank Total:</b>					\$456,932.96
<b>Bank Payment Count:</b>					7

**Bank Name**                      **Bank Number**  
Federal                              142

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

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

**Christy Mays**  
450 Hwy. 50, Centerville, TN 37033

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

**Jane Herron**  
PO Box 13, Nunnally, TN 37137

## Memorandum

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

### **Leave of Absence**

#### Professional

#### Support Staff

### **Hiring**

#### Professional

#### Support Staff

### **Resignation**

#### Professional

Support Staff  
Shelby Frizzell  
Jason Swaw

EHIS Assistant  
Bus Driver

**Retirement**

**Professional**

**Support Staff**

**Transfers**

**Professional**

**Support Staff**

**Appointment**

**Professional**

William (Billy) Sawyer

EHHS Head Football Coach

**Support Staff**

Harper Shelton

HCMS Girls' Golf Coach

**Open Positions**

[www.hickmank12.org](http://www.hickmank12.org)

Click On Employment Opportunities

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

Hickman County Finance  
 Summary Financial Statement  
 April 2026

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	2,773,333.00	(2,861,438.85)	103.18%	231,111.08	(43,565.38)	18.85%
40120	Trustee's Collections - Prior Year	75,000.00	(64,181.33)	85.58%	6,250.00	(1,002.85)	16.05%
40125	Trustee's Collections - Bankruptcy	500.00	(49.96)	9.99%	41.67	(2.93)	7.03%
40130	Cir Clk/Clk & Master Collections-Pr Yr	40,000.00	(19,484.33)	48.71%	3,333.33	(2,453.24)	73.60%
40140	Interest And Penalty	15,000.00	(11,129.29)	74.20%	1,250.00	(1,468.89)	117.51%
40161	Payments In Lieu Of Taxes - T. V. A.	3,500.00	(2,085.91)	59.60%	291.67	(208.59)	71.52%
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	2,975,000.00	(2,693,024.81)	90.52%	247,916.67	(280,317.30)	113.07%
40270	Business Tax	45,000.00	(16,680.75)	37.07%	3,750.00	(3,106.85)	82.85%
41110	Marriage Licenses	1,300.00	(1,054.50)	81.12%	108.33	(66.50)	61.38%
43570	Receipts From Individual Schools	30,000.00	(10,758.33)	35.86%	2,500.00	(500.00)	20.00%
43582	Community Service Fees - Adults	200.00	(11.57)	5.79%	16.67	(6.57)	39.42%
44120	Lease/Rentals/PPP	7,500.00	(1,685.00)	22.47%	625.00	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	(41,219.12)	137.40%	2,500.00	(81.02)	3.24%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(360.00)	12.00%	250.00	0.00	0.00%
44570	Contributions & Gifts	20,000.00	(27,025.00)	135.13%	1,666.67	0.00	0.00%
44990	Other Local Revenues	30,000.00	0.00	0.00%	2,500.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	40,000.00	0.00	0.00%	3,333.33	0.00	0.00%
46510	Tennessee Investment in Student	25,081,234.00	(22,832,049.35)	91.03%	2,090,102.83	(2,503,823.71)	119.79%
46515	Early Childhood Education	445,000.00	(237,677.33)	53.41%	37,083.33	0.00	0.00%
46520	School Food Service	22,000.00	(16,839.13)	76.54%	1,833.33	0.00	0.00%
46550	Driver Education	10,000.00	(6,585.61)	65.86%	833.33	(6,585.61)	790.27%
46590	Other State Education Funds	818,936.60	(578,936.60)	70.69%	68,244.72	0.00	0.00%
46610	Career Ladder Program	37,500.00	(29,615.89)	78.98%	3,125.00	(10,971.51)	351.09%
46790	Other Vocational	1,601,845.29	(125,401.04)	7.83%	133,487.11	(58,820.30)	44.06%
46851	State Revenue Sharing -T.V.A.	220,000.00	(148,638.93)	67.56%	18,333.33	(49,546.31)	270.25%
46980	Other State Grants	59,525.19	0.00	0.00%	4,960.43	0.00	0.00%
46990	Other State Revenues	100,000.00	(216,790.55)	216.79%	8,333.33	(24,087.84)	289.05%
47143	Special Education - Grants To States	16,574.12	0.00	0.00%	1,381.18	0.00	0.00%
47640	Rotc Reimbursement	65,000.00	(48,287.26)	74.29%	5,416.67	(6,898.18)	127.35%
48990	Other	4,000.00	(36,856.17)	921.40%	333.33	0.00	0.00%
49700	Insurance Recovery	0.00	(70,594.97)	0.00%	0.00	0.00	0.00%
49800	Transfers In	10,000.00	0.00	0.00%	833.33	0.00	0.00%
	<b>Total Revenues</b>	<b>34,601,948.20</b>	<b>(30,104,461.58)</b>	<b>87.00%</b>	<b>2,883,495.68</b>	<b>(2,993,513.58)</b>	<b>103.82%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(17,320,800.60)	14,089,981.03	81.35%	(1,443,400.05)	1,363,663.09	94.48%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71150	Alternative Instruction Program	(317,021.00)	165,032.21	52.06%	(26,418.42)	20,651.01	78.17%
71200	Special Education Program	(3,752,982.12)	2,418,795.13	64.45%	(312,748.51)	271,975.05	86.96%
71300	Career and Technical Education	(1,974,778.43)	849,787.84	43.03%	(164,564.87)	156,769.04	95.26%
72110	Attendance	(225,221.00)	124,683.90	55.36%	(18,768.42)	12,097.86	64.46%
72120	Health Services	(970,868.99)	611,865.65	63.02%	(80,905.75)	68,232.73	84.34%
72130	Other Student Support	(1,249,822.00)	835,148.58	66.82%	(104,151.83)	90,521.68	86.91%
72210	Regular Instruction Program	(1,709,956.00)	1,016,302.20	59.43%	(142,496.33)	108,502.11	76.14%
72220	Special Education Program	(550,492.00)	362,215.11	65.80%	(45,874.33)	38,783.34	84.54%
72230	Career and Technical Education	(221,945.22)	126,649.43	57.06%	(18,495.44)	12,294.14	66.47%
72250	Technology	(559,224.00)	418,780.85	74.89%	(46,602.00)	26,659.10	57.21%
72290	Other Programs	(35,000.00)	30,497.82	87.14%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(697,742.00)	565,372.41	81.03%	(58,145.17)	18,317.13	31.50%
72320	Director Of Schools	(338,617.00)	190,885.08	56.37%	(28,218.08)	12,993.31	46.05%
72410	Office Of The Principal	(2,116,218.00)	1,327,057.06	62.71%	(176,351.50)	134,499.20	76.27%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,704,798.00)	2,192,634.40	81.06%	(225,399.83)	195,050.74	86.54%
72620	Maintenance Of Plant	(1,441,028.19)	1,006,202.85	69.83%	(120,085.68)	118,898.06	99.01%
72710	Transportation	(2,006,898.00)	1,378,321.78	68.68%	(167,241.50)	188,629.63	112.79%
72810	Central And Other	(318,544.00)	116,314.14	36.51%	(26,545.33)	27,189.27	102.43%
73100	Food Service	(46,696.00)	0.00	0.00%	(3,891.33)	0.00	0.00%
73300	Community Services	(114,189.00)	65,202.01	57.10%	(9,515.75)	7,140.78	75.04%
73400	Early Childhood Education	(535,338.00)	348,255.72	65.05%	(44,611.50)	48,959.63	109.75%
76100	Regular Capital Outlay	(1,623,892.64)	791,501.55	48.74%	(135,324.39)	268,571.65	198.47%
	<b>Total Expenditures</b>	<b>(40,882,072.19)</b>	<b>29,031,486.75</b>	<b>71.01%</b>	<b>(3,406,839.35)</b>	<b>3,190,398.55</b>	<b>93.65%</b>
<b>Total</b>	<b>141</b> General Purpose School	<b>(6,280,123.99)</b>	<b>(1,072,974.83)</b>	<b>-17.09%</b>	<b>(523,343.67)</b>	<b>196,884.97</b>	<b>37.62%</b>

Hickman County Finance  
 Summary Financial Statement  
 April 2026

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	123,906.21	(49,692.50)	40.10%	10,325.52	(14,170.92)	137.24%
47141	Title 1 Grants To Local Educ Agencies	1,305,024.91	(778,342.93)	59.64%	108,752.08	(210,673.62)	193.72%
47143	Special Education - Grants To States	1,085,813.68	(721,237.64)	66.42%	90,484.47	(219,188.56)	242.24%
47145	Special Education Preschool Grants	53,018.44	(13,686.47)	25.81%	4,418.20	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(86,207.30)	0.00%	0.00	(50,430.97)	0.00%
47148	Rural Education	84,010.08	(39,584.43)	47.12%	7,000.84	(15,029.29)	214.68%
47189	Eisenhower Prof Development State	238,626.68	(65,701.47)	27.53%	19,885.56	(6,518.87)	32.78%
47309	COVID-19 Grant D	74,500.00	(31,025.00)	41.64%	6,208.33	(31,025.00)	499.73%
47401	American Rescue Plan Act Grant #1	0.00	0.00	0.00%	0.00	0.00	0.00%
47590	Other Federal Through State	136,548.80	0.00	0.00%	11,379.07	0.00	0.00%
<b>Total Revenues</b>		<b>3,101,448.80</b>	<b>(1,785,477.74)</b>	<b>57.57%</b>	<b>258,454.07</b>	<b>(547,037.23)</b>	<b>211.66%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(875,779.05)	612,817.06	69.97%	(72,981.59)	63,975.60	87.66%
71200	Special Education Program	(814,441.23)	565,037.89	69.38%	(67,870.10)	171,129.24	252.14%
71300	Career and Technical Education	(106,632.31)	65,950.45	61.85%	(8,886.03)	10,941.54	123.13%
72130	Other Student Support	(31,585.87)	16,778.20	53.12%	(2,632.16)	142.91	5.43%
72210	Regular Instruction Program	(935,379.28)	569,735.38	60.91%	(77,948.27)	130,071.18	166.87%
72220	Special Education Program	(306,890.89)	223,015.07	72.67%	(25,574.24)	51,836.83	202.69%
72230	Career and Technical Education	(5,240.17)	645.53	12.32%	(436.68)	0.00	0.00%
72710	Transportation	(25,500.00)	11,991.60	47.03%	(2,125.00)	1,841.50	86.66%
<b>Total Expenditures</b>		<b>(3,101,448.80)</b>	<b>2,065,971.18</b>	<b>66.61%</b>	<b>(258,454.07)</b>	<b>429,938.80</b>	<b>166.35%</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>280,493.44</b>	<b>100.00%</b>	<b>0.00</b>	<b>(117,098.43)</b>	<b>0.00%</b>

Hickman County Finance  
 Summary Financial Statement  
 April 2026

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	(675.65)	0.00%	0.00	0.00	0.00%
43522	Lunch Payments - Adults	22,000.00	(16,778.49)	76.27%	1,833.33	0.00	0.00%
43523	Income From Breakfast	2,500.00	(2,405.88)	96.24%	208.33	0.00	0.00%
43525	A La Carte Sales	265,000.00	(160,091.24)	60.41%	22,083.33	0.00	0.00%
43570	Receipts From Individual Schools	0.00	(27,273.02)	0.00%	0.00	(27,273.02)	0.00%
44110	Investment Income	1,000.00	(120.21)	12.02%	83.33	(7.59)	9.11%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,800,000.00	(1,432,008.20)	79.56%	150,000.00	(184,845.51)	123.23%
47113	Breakfast	750,000.00	(550,217.70)	73.36%	62,500.00	(77,729.36)	124.37%
47114	USDA - Other	0.00	(7,131.60)	0.00%	0.00	(841.68)	0.00%
	<b>Total Revenues</b>	<b>2,840,500.00</b>	<b>(2,196,701.99)</b>	<b>77.34%</b>	<b>236,708.33</b>	<b>(290,697.16)</b>	<b>122.81%</b>
<b>Expenditures</b>							
73100	Food Service	(2,957,934.00)	2,371,200.14	80.16%	(246,494.50)	19,002.68	7.71%
	<b>Total Expenditures</b>	<b>(2,957,934.00)</b>	<b>2,371,200.14</b>	<b>80.16%</b>	<b>(246,494.50)</b>	<b>19,002.68</b>	<b>7.71%</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(117,434.00)</b>	<b>174,498.15</b>	<b>148.59%</b>	<b>(9,786.17)</b>	<b>(271,694.48)</b>	<b>-</b>







School District: Hickman County District No. 410 Date 05/04/26 Month of School       
School Name: East Hickman Intermediate School No. 016 No. of Days In Session: 19  
Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 04/01/26 End Date: 04/30/26

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	41	43	84	92	87.2102	92.0000
04	53	48	101	116	109.6311	115.2105
05	59	55	114	127	122.0522	126.8421
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	153	146	299	335	318.8936	334.0526
GRAND TOTAL	153	146	299	335	318.8936	334.0526

School District: Hickman County District No. 410 Date 05/04/26 Month of School       
 School Name: East Hickman Middle School School No. 017 No. of Days In Session: 19  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 04/01/26 End Date: 04/30/26

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	61	54	115	133	127.8416	133.0000
07	40	48	88	99	95.4733	99.0000
08	59	44	103	111	107.3154	111.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	160	146	306	343	330.6305	343.0000
GRAND TOTAL	160	146	306	343	330.6305	343.0000











School District: Hickman County District No. 410 Date 05/04/26 Month of School \_\_\_\_\_  
School Name: District Summary School No. \_\_\_\_\_ No. of Days In Session: 19  
Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 04/01/26 End Date: 04/30/26

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	103	94	197	207	194.5780	207.2631
01	117	96	213	238	225.1570	237.2105
02	98	91	189	207	197.4203	206.6315
03	95	98	193	208	198.2624	207.0526
04	96	102	198	221	208.9466	218.5262
05	117	104	221	241	230.8940	239.5263
06	114	98	212	246	236.9467	246.0000
07	96	98	194	213	203.5782	212.5263
08	117	98	215	244	234.0519	242.1578
09	120	74	194	214	203.7361	214.0000
10	88	84	172	192	181.7362	192.2631
11	98	76	174	193	181.5782	193.6842
12	107	82	189	199	179.4202	199.0000
K-12	1,366	1,195	2,561	2,823	2676.3063	2815.8419
GRAND TOTAL	1,366	1,195	2,561	2,823	2676.3063	2815.8419

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



**Hickman County Schools Board Agenda Item Request**

Date: 21-Apr-26

Name of School: Hickman County High School

Item Requested: JROTC Cadet Leadership Challenge (JCLC)

Explanation: HCHS JROTC request permission to fulfill the requirement

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

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

Greenville, Kentucky

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Seneca Moore

Signature of Building Principal

Robyn E. Menden



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



ATCC-GG-J

21 January 2026

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

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

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

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

## 8. Uniforms/Appearance:

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

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

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

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

e. Equipment list:

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

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

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

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

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

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

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

## 9. Administration:

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

1. Travel packets to include:

(a) Transportation request.

(b) DTS worksheet for instructors and chaperones.

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

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

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

14. **Evening Curfew:**

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

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

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

*Jeffrey Gaylord*

Jeffrey Gaylord  
COL (Ret)  
JCLC Commander

Enclosures:

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



Hickman County Schools Board Agenda Item Request

Date: 4/16/26

Name of School: Hcms

Item Request: Boy's Basketball Overnight Trip

Explanation:

Requesting to stay overnight at basketball camp  
in June @ Bethel

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Andrew Conley (assistant coach)

Signature of Building Principal:

Jina S. Sheppin



Hickman County Schools Board Agenda Item Request

Date: 4/13/26

Name of School: HCHS

Item Request: Over night Camp Girls Basketball

Explanation:

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

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal:

Robyn Emerson

Belinda Antea

APR 14 2026

Hickman County Board of Education  
 Budget Amendment - 33  
 Fund 142 - Federal Programs  
 May 4, 2026

Account	Description	Debit	Credit	Justification
47141 - - - 101 71100 - 722 - - 101	Title 1 - Revenue Regular Instruction Equip	\$ 574.25	\$ 574.25	To budget add'l Title I revenue
47189 - - - 201 71100 - 524 - - 201	Title II - Revenue Inservice	32.91	32.91	To budget add'l Title II revenue
<b>TOTALS</b>		<b>\$ 607.16</b>	<b>\$ 607.16</b>	

Approved:

Attest:

Board Chair

Dr. Belinda Anderson

Hickman County Board of Education  
 Budget Amendment - 34  
 Fund 142 - Federal Programs  
 May 6, 2024

Account	Description	Debit	Credit	Justification
71300 - 429 - - 801	Instructional Supplies	\$ 1,949.50		To bring CTE Perkins Basic into agreement with ePlan
71300 - 429 - C - 801	Instructional Supplies	232.88		
71300 - 499 - - 801	Other Supplies	180.58		
71300 - 730 - - 801	Vocational Inst Equip		\$ 4,079.01	
72130 - 524 - PD - 801	Inservice	300.25		
72130 - 599 - C - 801	Other Charges	1,082.66		
72230 - 524 - - 801	Inservice	333.14		
71300 - 499 - - 811			2,235.00	To bring CTE Perkins Reserve into agreement with ePlan
71300 - 730 - - 730		2,235.00		
<b>TOTALS</b>		<b>\$ 6,314.01</b>	<b>\$ 6,314.01</b>	

Approved:

Attest:

**Board Chair**

**Dr. Belinda Anderson**

Hickman County Board of Education  
 Budget Amendment - 35  
 Fund 141 - General Purpose

Account	Description	Debit	Credit	Justification
71100 - 499 - 71100 - 336 -	Other Supplies Maintenance & Repair	\$ 1,500.00	\$ 1,500.00	To cover overages in line-items
72120 - 499 - 72120 - 524	Other Supplies Inservice	270.00	270.00	
72210 - 499 - 72210 - 432 -	Other Supplies Library Books & Media	800.00	800.00	
72310 - 513 - 72310 - 399 -	Workman's Comp Ins Other Contracted Svc	3,000.00	3,000.00	
72610 - 454 - 72610 - 307 -	Water & Sewer Communication	6,000.00	6,000.00	
	<b>TOTALS</b>	<b>\$ 11,570.00</b>	<b>\$ 11,570.00</b>	

**Approved:**

**Attest:**

**Board Chair**

**Dr. Belinda Anderson**

## OPEB Benefit Options

**Option 1** – Leave benefit as is.

**Option 2** – Provide Medical Insurance benefits as the **same dollar amount** for certified and Non-certified.

- Example – Medical Insurance
  - 30 year Certified employee only (Annual)
    - HCS Pays - \$5,233.80
    - Certified Employee - \$0
  - 30 year Non- Certified employee only (Annual)
    - HCS Pays - \$5,233.80
    - Non-Certified Employee - \$4,282.20
- Example – Medicare Supplemental
  - 30 year Certified employee only (Annual)
    - HCS Pays - \$1,615.68
    - Certified Employee - \$0
  - 30 year Non- Certified employee only (Annual)
    - HCS Pays - \$1,615.68
    - Non-Certified Employee - \$600

**Option 3** – Provide Medical Insurance benefits as the **% amount** for certified and Non-certified.

- Example – Medical Insurance
  - 30 year Certified employee only (Annual)
    - HCS Pays - \$5,233.80
    - Certified Employee - \$0
  - 30 year Non- Certified employee only (Annual)
    - HCS Pays - \$9,615.00
    - Non-Certified Employee - \$0
- Example – Medicare Supplemental
  - 30 year Certified employee only (Annual)
    - HCS Pays - \$1,615.68
    - Certified Employee - \$0
  - 30 year Non- Certified employee only (Annual)
    - HCS Pays - \$2,215.68
    - Non-Certified Employee - \$0

Hickman County, Tennessee  
 General Purpose School Fund 141  
 Statement of Proposed Operations  
 For the Fiscal Year Ending June 30, 2027

Account No.	Description	Original Estimate 2025-2026	Amended Estimate 2025-2026	Estimate 2026-2027	Difference 2026-2027
<b><u>ESTIMATED REVENUES</u></b>					
40000	<u>Local Taxes</u>				
40100	<u>County Property Taxes</u>				
40110	Current Property Taxes	2,773,333	2,773,333	3,930,895	1,157,562
40120	Trustee's Collection - Prior Year	75,000	75,000	75,000	0
40125	Trustee's Collection - Bankruptcy	500	500	500	0
40130	Circuit/Clerk & Master Collections - Prior Years	40,000	40,000	25,000	(15,000)
40140	Interest and Penalty	15,000	15,000	15,000	0
40161	Payments in Lieu of Taxes - TVA	3,500	3,500	2,500	(1,000)
40162	Payments in Lieu of Taxes - Local Utilities	6,000	6,000	6,000	0
40200	<u>County Local Option Taxes</u>				
40210	Local Option Sales Tax	2,975,000	2,975,000	2,975,000	0
40270	Business Tax	45,000	45,000	45,000	0
40300	<u>Statutory Local Taxes</u>				
40320	Bank Excise Tax	0	0		0
40350	Interstate Telecommunication Tax	0	0		0
	Total Local Taxes	5,933,333	5,933,333	7,074,895	1,141,562
41000	<u>Licenses and Permits</u>				
41100	<u>Licenses</u>				
41110	Marriage Licenses	1,300	1,300	1,300	0
	Total Licenses and Permits	1,300	1,300	1,300	0
43000	<u>Charges for Current Services</u>				
43500	<u>Education Charges</u>				
43517	Tuition - Other	0	0		0
43570	Receipts from Individual Schools	30,000	30,000	25,000	(5,000)
43582	Community Service Fees Adults	200	200	200	0
	Total Charges for Current Services	30,200	30,200	25,200	(5,000)
44000	<u>Other Local Revenues</u>				
44100	<u>Recurring Items</u>				
44110	Investment Income	0	0		0
44120	Lease/Rentals	7,500	7,500	7,500	0
44170	Miscellaneous Refunds	30,000	30,000	40,000	10,000
44500	<u>Nonrecurring Items</u>				
44530	Sale of Equipment	15,000	15,000	15,000	0
44560	Damages Recovered from Individuals	3,000	3,000	3,000	0
44570	Contributions and Gifts	20,000	20,000	20,000	0
44990	Other Local Revenues	30,000	30,000		(30,000)
	Total Other Local Revenues	105,500	105,500	85,500	(20,000)
	Total Local Revenue	6,070,333	6,070,333	7,186,895	1,116,562

<u>Account No.</u>	<u>Description</u>	<u>Original Estimate 2025-2026</u>	<u>Amended Estimate 2025-2026</u>	<u>Estimate 2026-2027</u>	<u>Difference 2026-2027</u>
46000	<u>State of Tennessee</u>				
46175	On-Behalf Contributions for OPEB	40,000	40,000	50,000	10,000
46500	<u>State Education Funds</u>				
46510	Tennessee Investment in Student Achievem	25,081,234	25,081,234	25,367,661	286,427
46513	TISA-On-behalf Payments	0	0	17,332	
46515	Early Childhood Education	445,000	445,000	425,000	(20,000)
46520	School Food Service	22,000	22,000	22,000	0
46550	Driver Education	10,000	10,000	10,000	0
46590	Other State Education Funds	240,000	818,937	240,000	0
46591	Coordinated School Health	0	0		0
46594	Family Resource Centers	0	0		0
46610	Career Ladder Program	37,500	37,500	27,360	(10,140)
46790	Other Vocational	759,000	1,543,702	0	(759,000)
46800	<u>Other State Revenues</u>				
46851	State Revenue Sharing - TVA	220,000	220,000	220,000	0
46980	Other State Grants	0	0	0	0
46981	Safe Schools	0	0	0	0
46990	Other State Revenues	100,000	100,000	0	(100,000)
	Total State of Tennessee	26,954,734	28,318,372	26,379,353	(575,381)
47000	<u>Federal Government</u>				
47100	<u>Federal Through State</u>				
47143	Special Education-Grants to States	0	0		0
47401	American Rescue Plan Act Grant #1	0	0		0
47590	Other Federal Through State	0	0		0
47600	<u>Direct Federal Revenue</u>				
47640	ROTC Reimbursement	65,000	65,000	75,000	10,000
47990	Other Direct Federal Revenue	0	0		0
	Total Federal Government	65,000	65,000	75,000	10,000
48000	<u>Other Governments and Citizens Groups</u>				
48130	Contributions	0	0	0	0
48990	Other	0	4,000	0	0
	Total Other Governments and Citizens Groups	0	4,000	0	0
	Total Estimated Revenues	33,090,067	34,457,705	33,641,248	551,181
49000	<u>OTHER SOURCES (NON-REVENUE)</u>				
49700	Insurance Recovery	0	0	0	0
49800	Transfers In	10,000	10,000	0	(10,000)
	Total Other Sources	10,000	10,000	0	(10,000)
	Total Estimated Revenues & Other Sources	33,100,067	34,467,705	33,641,248	541,181

**ESTIMATED EXPENDITURES**

71000 Instruction  
71100 Regular Instruction Program

<b>Account No.</b>	<b>Description</b>	<b>Original Estimate 2025-2026</b>	<b>Amended Estimate 2025-2026</b>	<b>Estimate 2026-2027</b>	<b>Difference 2026-2027</b>
116	Teachers	10,722,365	10,722,365	11,031,539	309,174
117	Career Ladder Program	35,000	35,000	24,000	(11,000)
128	Homebound Teachers	6,000	6,000	8,000	2,000
140	Salary Supplements	440,000	440,000	457,600	17,600
163	Educational Assistants	497,075	497,075	505,000	7,925
188	Bonus Payments	0	504,000		0
189	Other Salaries and Wages	410,000	410,000	410,000	0
198	Non-Certified Substitute Teachers	210,000	210,000	210,000	0
201	Social Security	922,514	961,070	937,214	14,700
204	State Retirement	918,910	955,291	919,895	985
207	Medical Insurance	2,090,000	2,090,000	1,851,063	(238,937)
212	Employer Medicare	0	0		0
215	On-behalf Payments to OPEB	0	0		0
336	Maint and Repair Service - Equipment	10,000	10,000	15,000	5,000
399	Other Contracted Services	107,000	117,000	65,000	(42,000)
429	Instructional Supplies and Materials	115,000	115,000	135,000	20,000
449	Textbooks	150,000	150,000	325,400	175,400
471	Software	0	0		0
499	Other Supplies and Materials	8,000	3,000	3,000	(5,000)
595	TISA-On-behalf Payments	0	0		0
599	Other Charges	0	0		0
722	Regular Instructional Equipment	150,000	145,000	125,000	(25,000)
	<b>Total Instructional Program</b>	<b>16,791,864</b>	<b>17,370,801</b>	<b>17,022,711</b>	<b>230,847</b>
71150	<u>Alternative Instruction Program</u>				
116	Teachers	213,289	213,289	205,000	(8,289)
163	Educational Assistants	26,000	26,000	27,000	1,000
201	Social Security	18,306	18,306	17,748	(558)
204	State Retirement	17,438	17,438	15,475	(1,963)
207	Medical Insurance	37,988	37,988	23,002	(14,986)
355	Travel	2,000	2,000	1,500	(500)
429	Instructional Supplies and Materials	1,000	1,000	1,000	0
499	Other Supplies and Materials	1,000	1,000	1,000	0
	<b>Total Alternative Schools</b>	<b>317,021</b>	<b>317,021</b>	<b>291,725</b>	<b>(25,296)</b>
71200	<u>Special Education Program</u>				
116	Teachers	2,021,836	1,936,836	2,025,430	3,594
124	Psychological Personnel	0	0	0	0
128	Homebound Teachers	7,500	7,500	7,500	0
163	Educational Assistants	528,820	528,820	521,820	(7,000)
171	Speech Pathologist	255,769	183,769	180,000	(75,769)
201	Social Security	210,266	198,256	199,637	(10,629)
204	State Retirement	217,170	205,786	219,032	1,862
207	Medical Insurance	414,442	414,442	382,181	(32,261)
212	Employer Medicare	0	0		0
312	Contracts with Private Agencies	105,000	201,574	200,000	95,000
399	Other Contracted Services	75,000	95,000	95,000	20,000
429	Instructional Supplies and Materials	7,000	7,000	5,000	(2,000)
499	Other Supplies and Materials	5,000	5,000	5,000	0
595	TISA-On-behalf Payments	0	0		0
725	Special Education Equipment	5,000	5,000	5,000	0

<b>Account No.</b>	<b>Description</b>	<b>Original Estimate 2025-2026</b>	<b>Amended Estimate 2025-2026</b>	<b>Estimate 2026-2027</b>	<b>Difference 2026-2027</b>
	Total Special Educational Program	3,852,803	3,788,982	3,845,600	(7,203)
71300	<u>Career and Technical Education Program</u>				
116	Teachers	932,216	932,216	925,000	(7,216)
140	Supplements	6,000	6,000	6,000	0
189	Other Salaries and Wages	5,000	5,000	5,000	0
198	Non-Certified Substitute Teachers	21,600	21,600	21,600	0
201	Social Security	73,809	73,809	73,256	(553)
204	State Retirement	73,785	73,785	64,201	(9,584)
207	Medical Insurance	127,562	127,562	161,027	33,465
307	Communications	0	0		0
336	Maintenance and Repair Services-Equipment	0	0		0
355	Travel	9,000	9,000	9,000	0
399	Other Contracted Services	0	0		0
429	Instructional Supplies and Materials	10,000	10,000	5,000	(5,000)
449	Text Books	7,000	7,000	7,000	0
471	Software	0	141,050	0	0
499	Other Supplies and Materials	20,000	20,000	10,000	(10,000)
599	Other Charges	3,500	3,500	3,500	0
730	Vocational Instruction Equipment	15,000	476,113	10,000	(5,000)
790	Other Equipment	10,000	10,000	10,000	0
	Total Vocational Education Program	1,314,472	1,916,635	1,310,584	(3,888)
	Total Instruction	22,276,160	23,393,438	22,470,620	194,460
72000	<u>Support Services</u>				
72110	<u>Attendance</u>				
105	Supervisor/Director	96,000	96,000	101,712	5,712
189	Other Salaries & Wages	57,932	57,932	59,000	1,068
201	Social Security	11,776	11,776	12,294	518
204	State Retirement	15,639	15,639	14,347	(1,292)
207	Medical Insurance	19,374	19,374	9,900	(9,474)
355	Travel	1,500	1,500	1,500	0
399	Other Contracted Services	20,000	20,000	5,500	(14,500)
499	Other Supplies and Materials	1,500	1,500	1,000	(500)
524	In Service/Staff Development	1,500	1,500		(1,500)
	Total Attendance	225,221	225,221	205,253	(19,968)
72120	<u>Health Services</u>				
105	Supervisor/Director	78,000	78,000	78,000	0
130	Social Workers	102,800	102,800	109,289	6,489
131	Medical Personnel	397,459	397,459	410,000	12,541
189	Other Salaries & Wages	59,100	109,100	64,000	4,900
201	Social security	48,758	52,583	50,589	1,831
204	State Retirement	58,551	63,051	58,780	229
207	Medical Insurance	60,206	60,206	74,942	14,736
212	Employer Medicare	0	0		0
355	Travel	2,000	2,000	2,000	0
399	Other Contracted Services	35,000	35,000	35,000	0
413	Drugs and Medical Supplies	5,500	5,500	5,500	0
499	Other Supplies and Materials	3,000	3,000	3,000	0

<b>Account No.</b>	<b>Description</b>	<b>Original Estimate 2025-2026</b>	<b>Amended Estimate 2025-2026</b>	<b>Estimate 2026-2027</b>	<b>Difference 2026-2027</b>
524	Inservice	3,000	3,000	3,000	0
599	Other Charges	4,000	55,170	4,000	0
735	Health Equipment	4,000	4,000	4,000	0
	<b>Total Health Service</b>	<b>861,374</b>	<b>970,869</b>	<b>902,100</b>	<b>40,726</b>
<b>72130</b>	<b><u>Other Student Support</u></b>				
123	Guidance Personnel	719,709	719,709	800,000	80,291
189	Other Salaries and Wages	193,500	193,500	200,000	6,500
201	Social Security	67,861	67,861	76,500	8,639
204	State Retirement	71,231	71,231	73,183	1,952
207	Medical Insurance	88,521	88,521	126,777	38,256
322	Evaluating and Testing	16,000	16,000	73,000	57,000
344	Payments to Schools - Other	64,000	64,000	56,000	(8,000)
355	Travel	8,000	8,000	8,000	0
399	Other Contracted Services	10,000	10,000	49,000	39,000
499	Other Supplies and Materials	4,000	4,000	3,000	(1,000)
524	Inservice	2,000	2,000	2,000	0
599	Other Charges	5,000	5,000	4,000	(1,000)
	<b>Total Other Student Support</b>	<b>1,249,822</b>	<b>1,249,822</b>	<b>1,471,460</b>	<b>221,638</b>
<b>72210</b>	<b><u>Regular Instruction Program</u></b>				
105	Supervisor/Director	125,000	125,000	125,785	785
129	Librarians	500,235	500,235	492,000	(8,235)
161	Secretary(s)	227,599	227,599	230,000	2,401
162	Clerical Personnel	318,482	318,482	320,000	1,518
189	Other Salaries and Wages	91,921	91,921	95,000	3,079
201	Social Security	93,638	93,638	93,446	(192)
204	State Retirement	109,735	109,735	108,026	(1,709)
207	Medical Insurance	207,846	207,846	187,247	(20,599)
212	Employer Medicare	0	0		0
336	Maint and Repair Services - Equipment	4,000	4,000	4,000	0
355	Travel	2,500	2,500	2,500	0
399	Other Contracted Services	16,000	16,000	5,000	(11,000)
432	Library Books and Media	8,000	8,000	8,000	0
499	Other Supplies and Materials	3,000	3,000	3,000	0
524	In-Service/Staff Development	2,000	2,000	2,000	0
599	Other Charges	0	0		0
701	Administration Equipment	0	0		0
722	Regular Instruction Equipment	0	0		0
790	Other Equipment	0	0		0
	<b>Total Regular Instruction Program</b>	<b>1,709,956</b>	<b>1,709,956</b>	<b>1,676,004</b>	<b>(33,952)</b>
<b>72220</b>	<b><u>Special Education Program</u></b>				
105	Supervisor/Director	93,500	93,500	97,200	3,700
124	Psychological Personnel	83,000	168,000	169,000	86,000
131	Medical Personnel	69,000	141,000	147,000	78,000
189	Other Salaries and Wages	5,000	5,000	5,000	0
196	In-Service Training	2,000	2,000	2,000	0
201	Social Security	19,317	31,328	32,145	12,828
204	State Retirement	19,679	31,064	34,572	14,893
207	Medical Insurance	9,101	9,101	38,898	29,797

<b>Account No.</b>	<b>Description</b>	<b>Original Estimate 2025-2026</b>	<b>Amended Estimate 2025-2026</b>	<b>Estimate 2026-2027</b>	<b>Difference 2026-2027</b>
312	Contracts with Private Agencies	7,000	7,000		(7,000)
336	Maint and Repair Services - Equipment	5,000	5,000	6,500	1,500
355	Travel	7,500	7,500	7,500	0
399	Other Contracted Services	60,000	60,000	60,000	0
524	In-Service Training	4,000	4,000	4,000	0
	<b>Total Special Education Program</b>	<b>384,097</b>	<b>564,492</b>	<b>603,815</b>	<b>219,718</b>
<b>72230 Career and Technical Education Program</b>					
105	Supervisor/Director	95,500	95,500	98,000	2,500
189	Other Salaries and Wages	42,000	84,297	43,000	1,000
201	Social Security	10,519	13,755	10,787	268
204	State Retirement	10,584	15,698	12,002	1,418
207	Medical Insurance	2,696	4,696	18,016	15,320
336	Maint and Repair Services - Equipment	3,000	3,000	3,000	0
355	Travel	2,000	2,000	3,000	1,000
399	Other Contracted Services	3,000	3,000		(3,000)
499	Other Supplies and Materials	0	0	2,000	2,000
524	In-Service Training	0	0		0
	<b>Total Vocational Education Program</b>	<b>169,299</b>	<b>221,945</b>	<b>189,805</b>	<b>20,506</b>
<b>72250 Technology</b>					
105	Supervisor	78,000	78,000	78,000	0
189	Other Salaries and Wages	74,899	74,899	78,000	3,101
201	Social Security	11,697	11,697	11,934	237
204	State Retirement	15,527	15,527	15,373	(154)
207	Medical Insurance	9,101	9,101	24,669	15,568
336	Maint and Repair Services - Equipment	6,000	6,000	6,000	0
350	Internet Connectivity	105,000	105,000	75,000	(30,000)
355	Travel	2,000	1,000	1,000	(1,000)
399	Other Contracted Services	195,000	195,000	152,050	(42,950)
499	Other Supplies and Materials	2,000	2,000	2,000	0
599	Other Charges	0	1,000	1,000	1,000
722	Regular Instruction Equipment	60,000	60,000	70,000	10,000
	<b>Total Technology</b>	<b>559,224</b>	<b>559,224</b>	<b>515,026</b>	<b>(44,198)</b>
<b>72290 Other Programs</b>					
215	On-Behalf Payments for OPEB	35,000	35,000	70,000	35,000
	<b>Total Other Programs</b>	<b>35,000</b>	<b>35,000</b>	<b>70,000</b>	<b>35,000</b>
<b>72310 Board of Education</b>					
191	Board and Committee Members Fees	16,800	16,800	16,800	0
196	In-Service Training	7,000	7,000	7,000	0
201	Social Security	2,142	2,142	1,821	(321)
207	Medical Insurance	15,800	15,800	7,900	(7,900)
305	Audit Services	35,000	35,000	35,000	0
320	Dues and Memberships	26,000	26,000	26,000	0
331	Legal Services	25,000	25,000	25,000	0
355	Travel	4,000	4,000	4,000	0
399	Other Contracted Services	8,000	8,000	11,000	3,000
506	Liability Insurance	160,000	160,000	175,000	15,000

<b>Account No.</b>	<b>Description</b>	<b>Original Estimate 2025-2026</b>	<b>Amended Estimate 2025-2026</b>	<b>Estimate 2026-2027</b>	<b>Difference 2026-2027</b>
510	Trustees Commission	150,000	150,000	150,000	0
513	Workers Compensation Insurance	240,000	240,000	230,000	(10,000)
534	Refund to Applicant for Criminal Investigation	1,000	1,000	1,000	0
599	Other Charges	7,000	7,000	7,000	0
	Total Board of Education	697,742	697,742	697,521	(221)
<b>72320 Director of Schools</b>					
101	County Official/Administrative Officer	130,000	130,000	130,000	0
161	Secretary(s)	122,644	122,644	125,000	2,356
201	Social Security	19,328	19,328	19,508	180
204	State Retirement	26,516	26,516	24,145	(2,371)
207	Medical Insurance	15,729	15,729	33,146	17,417
307	Communication	1,000	1,000		(1,000)
336	Maint and Repair Services - Equipment	14,000	14,000	14,000	0
348	Postal Charges	1,000	1,000	1,000	0
355	Travel	1,400	1,400	5,000	3,600
399	Other Contracted Service	3,000	3,000	5,000	2,000
435	Office Supplies	1,500	1,500	1,500	0
499	Other Supplies and Materials	2,500	2,500	2,500	0
599	Other Charges	0	0		0
	Total Office of the Superintendent	338,617	338,617	360,799	22,182
<b>72410 Office of the Principal</b>					
104	Principals	808,000	808,000	815,000	7,000
139	Assistant Principals	658,000	658,000	635,000	(23,000)
189	Other Salaries and Wages	104,000	104,000	109,200	5,200
201	Social Security	116,105	116,105	115,381	(724)
204	State Retirement	121,912	121,912	115,475	(6,437)
207	Medical Insurance	178,201	178,201	121,902	(56,299)
348	Postal Charges	1,000	1,000	1,000	0
355	Travel	3,000	3,000	3,000	0
399	Other Contracted Services	126,000	126,000	126,000	0
	Total Office of the Principal	2,116,218	2,116,218	2,041,958	(74,260)
<b>72510 Fiscal Services</b>					
399	Other Contracted Services	50,000	50,000	50,000	0
	Total Fiscal Services	50,000	50,000	50,000	0
<b>72610 Operation of Plant</b>					
307	Communication	40,000	40,000	50,000	10,000
399	Other Contracted Services	837,298	837,298	837,298	0
410	Custodial Supplies	38,500	38,500	40,000	1,500
415	Electricity	990,000	990,000	1,100,000	110,000
434	Natural Gas	150,000	150,000	150,000	0
454	Water and Sewer	345,000	345,000	345,000	0
499	Other Supplies and Materials	3,500	3,500	3,500	0
501	Boiler Insurance	10,500	10,500	10,500	0
502	Building and Contents Insurance	275,000	275,000	290,000	15,000
790	Other Equipment	15,000	15,000	15,000	0

<b>Account No.</b>	<b>Description</b>	<b>Original Estimate 2025-2026</b>	<b>Amended Estimate 2025-2026</b>	<b>Estimate 2026-2027</b>	<b>Difference 2026-2027</b>
	Total Operation of Plant	2,704,798	2,704,798	2,841,298	136,500
72620	<u>Maintenance of Plant</u>				
105	Supervisor/Director	78,000	78,000	78,000	0
161	Secretary(s)	23,549	23,549	24,500	951
189	Other Salaries and Wages	242,650	242,650	250,000	7,350
201	Social Security	26,332	26,332	26,966	634
204	State Retirement	41,580	41,580	47,129	5,549
207	Medical Insurance	53,892	53,892	57,126	3,234
335	Maint & Repair Services - Building	250,000	335,000	250,000	0
336	Maint & Repair Services - Equipment	275,000	275,000	275,000	0
355	Travel	1,500	1,500	0	(1,500)
399	Other Contracted Services	245,000	245,000	200,000	(45,000)
418	Equipment and Machinery Parts	8,000	8,000	10,000	2,000
499	Other Supplies and Materials	1,000	1,000	0	(1,000)
790	Other Equipment	50,000	50,000	97,000	47,000
	Total Maintenance of Plant	1,296,503	1,381,503	1,315,721	19,218
72710	<u>Transportation</u>				
105	Supervisor/Director	78,000	78,000	78,000	0
142	Mechanic(s)	100,000	100,000	105,000	5,000
146	Bus Drivers	912,575	882,575	900,000	(12,575)
161	Secretary(s)	23,549	23,549	24,500	951
189	Other Salaries and Wages	0	30,000	30,000	30,000
201	Social Security	82,231	82,231	85,145	2,914
204	State Retirement	129,587	129,587	148,809	19,222
207	Medical Insurance	126,956	126,956	134,573	7,617
212	Employer Medicare	0	0	0	0
299	Other Fringe Benefits	20,000	20,000	20,000	0
335	Maintenance and Repair Services - Building	4,000	4,000	4,000	0
338	Maintenance and Repair Services - Vehicles	35,000	35,000	30,000	(5,000)
355	Travel	2,000	2,000	2,000	0
399	Other Contracted Services	50,000	50,000	50,000	0
412	Diesel Fuel	150,000	150,000	165,000	15,000
418	Equipment and Machinery Parts	2,000	2,000	2,000	0
424	Garage Supplies	3,000	3,000	3,000	0
425	Gasoline	35,000	35,000	45,000	10,000
433	Lubricants	8,000	8,000	8,000	0
442	Propane	60,000	60,000	60,000	0
450	Tires and Tubes	15,000	15,000	15,000	0
453	Vehicles Parts	90,000	90,000	90,000	0
511	Vehicle and Equipment Insurance	75,000	75,000	80,000	5,000
599	Other Charges	5,000	5,000	5,000	0
718	Motor Vehicles	0	0	0	0
729	Transportation Equipment	0	0	170,000	170,000
	Total Transportation	2,006,898	2,006,898	2,255,027	248,129
72810	<u>Central and Other</u>				
201	Social Security	383	383	0	(383)
210	Unemployment Compensation	20,000	20,000	10,000	(10,000)
299	Other Fringe Benefits	5,000	5,000	5,000	0

<u>Account No.</u>	<u>Description</u>	<u>Original Estimate 2025-2026</u>	<u>Amended Estimate 2025-2026</u>	<u>Estimate 2026-2027</u>	<u>Difference 2026-2027</u>
316	Contributions	50,000	50,000	50,000	0
399	Other Contracted Services	50,000	50,000	50,000	0
499	Other Supplies and Materials	15,000	15,000	7,500	(7,500)
599	Other Charges	174,161	178,161	0	(174,161)
	Total Central and Other	314,544	318,544	122,500	(192,044)
	Total Support Services	14,719,313	15,150,849	15,318,287	598,974
73000	<u>Operation of Non-Instructional Services</u>				
73100	<u>Food Service</u>				
105	Supervisor/Director	39,000	39,000	39,000	0
165	Cafeteria Personnel	0	0	0	0
201	Social Security	2,984	2,984	2,984	0
204	State Retirement	4,712	4,712	5,214	502
422	Food Supplies	0	0	0	0
	Total Food Service	46,696	46,696	47,198	502
73300	<u>Community Services</u>				
189	Other Salaries and Wages	76,987	76,987	79,000	2,013
201	Social security	5,891	5,891	6,044	153
204	State Retirement	9,301	9,301	10,381	1,080
207	Medical Insurance	17,010	17,010	16,748	(262)
499	Other Supplies and Materials	5,000	5,000	5,000	0
719	Office Equipment	0	0	0	0
	Total Community Services	114,189	114,189	117,173	2,984
73400	<u>Early Childhood Education</u>				
105	Supervisor/Director	48,000	48,000	49,000	1,000
116	Teachers	232,395	232,395	235,000	2,605
163	Educational Assistants	92,000	92,000	95,000	3,000
189	Other Salaries and Wages	12,000	12,000	13,000	1,000
198	Non-Certified Substitute Teachers	5,000	5,000	5,000	0
201	Social Security	29,789	29,789	30,371	582
204	Retirement	33,479	33,479	33,240	(239)
207	Medical Insurance	35,175	35,175	68,359	33,184
355	Travel	500	500	500	0
399	Other Contracted Services	0	0	0	0
429	Instructional Supplies and Materials	15,000	15,000	15,000	0
449	Textbooks-Bound	0	0	0	0
499	Other Supplies and Materials	15,000	15,000	15,000	0
524	Inservice	2,000	2,000	2,000	0
790	Other Equipment	15,000	15,000	15,000	0
	Total Early Childhood Education	535,338	535,338	576,470	41,132
	Total Operation of Non-Instructional Services	696,223	696,223	740,841	44,618
76000	<u>Capital Outlay</u>				
76100	<u>Regular Capital Outlay</u>				
304	Architects	0	87,613	0	0

<b>Account No.</b>	<b>Description</b>	<b>Original Estimate 2025-2026</b>	<b>Amended Estimate 2025-2026</b>	<b>Estimate 2026-2027</b>	<b>Difference 2026-2027</b>
350	Internet Connectivity	0	0	0	
399	Other Contracted Services	0	0	0	0
706	Building Construction	759,000	614,279	0	(759,000)
707	Building Improvements	585,000	772,000	0	(585,000)
790	Other Equipment	100,000	40,000	0	(100,000)
799	Other Capital Outlay	135,000	110,000	0	(135,000)
	Total Regular Capital Outlay	1,579,000	1,623,893	0	(1,579,000)
	Total Estimated Expenditures	39,270,696	40,864,403	38,529,748	(740,948)
99000	<u>ESTIMATED OTHER USES</u>				
99100	<u>Transfers Out</u>				
590	Transfers to Other Funds	0	0		0
	Total Estimated Other Uses	0	0	0	0
	Total Estimated Expenditures and Other Uses	39,270,696	40,864,403	38,529,748	(740,948)
	Excess of Estimated Revenues Over (Under) Estimated Expenditures	(6,170,629)	(6,396,698)	(4,888,500)	1,282,129
	Estimated Beginning Fund Balances July 1	12,470,944	12,470,944	10,333,055	(2,137,889)
	Fund Balance Audit Adjustment				
	Estimated Ending Fund Balances June 30	6,300,315	6,074,246	5,444,555	(855,760)

Hickman County Tennessee  
 Central Cafeteria Fund 143  
 Statement of Proposed Operations  
 For the Fiscal Year Ending June 30, 2027

Account No	Description	Original Estimated 2025-2026	Amended Estimated 2025-2026	Estimated 2026-2027	Difference 2026-2027
<b><u>ESTIMATED REVENUES</u></b>					
43000	<u>CHARGES FOR CURRENT SERVICES</u>				
43500	<u>Education Charges</u>				
43521	Lunch Payments Children	0	0	0	0
43522	Lunch Payments Adults	22,000	22,000	22,000	0
43523	Income from Breakfast	2,500	2,500	2,500	0
43525	A la Carte Sales	265,000	265,000	225,000	(40,000)
	Total Charges for Current Services	289,500	289,500	249,500	(40,000)
44000	<u>OTHER LOCAL REVENUES</u>				
44100	<u>Recurring Items</u>				
44110	Investment Income	1,000	1,000	1,000	0
44500	<u>Non-Recurring Items</u>				
44530	Sale of Equipment	0	0		0
	Total Other Local Revenues	1,000	1,000	1,000	0
46000	<u>STATE OF TENNESSEE</u>				
46500	<u>State Education Funds</u>				
46520	School Food Service	0	0	0	0
46800	<u>Other State Revenue</u>				
46980	Other State Grants	0	0		0
46990	Other State Revenue	0	0		0
	Total State of Tennessee	0	0	0	0
47000	<u>FEDERAL GOVERNMENT</u>				
47100	<u>Federal Through State</u>				
47111	USDA School Lunch Program	1,800,000	1,800,000	1,624,084	(175,916)
47112	USDA-Commodities	0	0		0
47113	Breakfast	750,000	750,000	692,409	(57,591)
47114	USDA-Other	0	0		0
47115	USDA Food Service Equipment Grant	0	0		0
	Total Federal Government	2,550,000	2,550,000	2,316,492	(233,508)
	<b>TOTAL ESTIMATED REVENUE</b>	<b>2,840,500</b>	<b>2,840,500</b>	<b>2,566,992</b>	<b>(273,508)</b>
49000	<u>ESTIMATED OTHER SOURCES(NON-REVENUE)</u>				
49800	Transfer In	0	0	0	0
	<b>TOTAL ESTIMATE OTHER SOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL ESTIMATED REVENUE AND OTHER SOURCE</b>	<b>2,840,500</b>	<b>2,840,500</b>	<b>2,566,992</b>	<b>(273,508)</b>

Hickman County Tennessee  
 Central Cafeteria Fund 143  
 Statement of Proposed Operations  
 For the Fiscal Year Ending June 30, 2027

Account No	Description	Original Estimated 2025-2026	Amended Estimated 2025-2026	Estimated 2026-2027	Difference 2026-2027
<b><u>ESTIMATED EXPENDITURES</u></b>					
<b>73000 OPERATION OF NON-INSTRUCTIONAL SERVICES</b>					
<b>73100 Food Services</b>					
105	Supervisor/Director	39,000	39,000	39,000	0
119	Accountants/Bookkeeper	170,000	170,000	160,000	(10,000)
165	Cafeteria Personnel	740,000	740,000	700,000	(40,000)
189	Other Salaries & Wages	57,000	57,000	52,000	(5,000)
201	Social Security	76,959	76,959	72,752	(4,208)
204	State Retirement	121,525	121,525	136,876	15,351
207	Medical Insurance	152,250	152,250	100,000	(52,250)
307	Communication	4,200	4,200	0	(4,200)
336	Maint & Repair Services - Equipment	65,000	65,000	50,000	(15,000)
354	Transportation - Other than Students	5,000	5,000	5,000	0
355	Travel	3,000	3,000	3,000	0
399	Other Contracted Services	59,000	59,000	25,000	(34,000)
422	Food Supplies	1,150,000	1,150,000	1,050,000	(100,000)
422-SCA	Food Supplies-Supply Chain	0	0	0	0
452	Utilities	30,000	30,000	2,000	(28,000)
469	USDA-Commodities	0	0	0	0
499	Other Supplies and Materials	155,000	155,000	100,000	(55,000)
599	Other Charges	30,000	30,000	20,000	(10,000)
710	Food Service Equipment	100,000	100,000	50,000	(50,000)
	Total Food Service	2,957,934	2,957,934	2,565,627	(392,307)
	Total Estimated Expenditures	2,957,934	2,957,934	2,565,627	(392,307)
	Excess of Estimated Revenues Over (Under) Estimated Expenditures	(117,434)	(117,434)	1,365	118,799



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

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

**2nd reading:**

**1.804 – Alcohol & Drugs in the Workplace**

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

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

**5.114 – Personnel Files**

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

**5.1151 – Telework During Emergencies**

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

**5.200-5.202 – Separation Practices for Employees**

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

**5.302 – Sick Leave**

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

**5.400 – Personnel Health Examinations/Communicable Diseases**

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

**5.403 – Drug & Alcohol Testing for Employees**

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

**5.606 – Political Activities**

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

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**NEW 5.608 – Tutoring for Pay**

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

**5.800 – Director of Schools**

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

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

**Up for Review:**

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

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

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# Hickman County Board of Education

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

## *General*

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

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

## **DEFINITIONS**

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

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

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

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

## **ALCOHOL & DRUG-FREE WORKPLACE**

No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any illegal or unauthorized drugs<sup>1</sup> or any alcohol.<sup>5</sup>

## **PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION**

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

## Legal References

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

## Cross References

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

# Hickman County Board of Education

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

## 1 *General*

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

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

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

## **FEES**

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

## 17 **EXTENDED SCHOOL PROGRAM**

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

## 20 **FINES**

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

## 24 **TUITION INCOME**

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

## 1 RENTAL INCOME

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

## 4 GRANTS

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

## 9 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT<sup>6</sup>

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

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

20 Processing fees for these transactions shall be charged.

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

## 23 ROUNDING IN CASH TRANSACTIONS

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

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

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

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

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Legal References

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

Cross References

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

# Hickman County Board of Education

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

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

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;<sup>1</sup>
3. Evaluations;
4. Cumulative information files:
  - a. Age
  - b. Experience
  - c. Qualifications
  - d. Salary
  - e. Physical exams
  - f. Sex
  - g. Race
  - h. Names of schools and grades taught
5. INS Form I-9.<sup>2</sup>
6. Disciplinary action, as appropriate and any response from the employee.

The following guidelines shall be followed:

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

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

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**Legal References**

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

**Cross References**

Teacher Effect Data 5.1141

# Hickman County Board of Education

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

## *General*

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

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

## **WORK ENVIRONMENT**

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

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

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Cross References

Emergency Closings 1.8011

# Hickman County Board of Education

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

## 1 **ALTERNATIVE WORK ASSIGNMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 30 **RESIGNATION**

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

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

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

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

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

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

## RETIREMENT

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

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

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### Legal References

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

### Cross References

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

# Hickman County Board of Education

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

## **ALTERNATIVE WORK ASSIGNMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 25 **NONRENEWAL**

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

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

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

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

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

### 3 RESIGNATION

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

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

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

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

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

### 20 RETIREMENT

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

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

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

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#### Legal References

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

#### Cross References

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

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

# Hickman County Board of Education

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

## 1 **ALTERNATIVE WORK ASSIGNMENT**

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

## 8 **SUSPENSION**

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

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

## 13 **DISMISSAL**

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

## 16 **RESIGNATION**

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

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

## 22 **RETIREMENT**

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

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

- 1 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
- 2 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
- 3 central office. It shall be the responsibility of the retiring employee to file for benefits.
  
- 4 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
- 5 without loss of retirement benefits.<sup>2</sup>

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Legal References

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

Cross References

Recommendations and File Transfers 5.203

# Hickman County Board of Education

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

## LICENSED PERSONNEL

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

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

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

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

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

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

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

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

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

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

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

### **SUPPORT PERSONNEL**

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

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

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

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

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

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

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

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#### Legal References

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

#### Cross References

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

# Hickman County Board of Education

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

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

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

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

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

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

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Legal References

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

Cross References

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

# Hickman County Board of Education

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

## REASONABLE SUSPICION DRUG TESTING

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

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

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

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

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

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

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

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

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

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

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

### **TESTING FOR CDL EMPLOYEES**

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

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

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

### **Procedures**

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

### **Implementation**

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

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

### **Dissemination**

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

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#### Legal References

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

#### Cross References

Alcohol & Drugs in the Workplace 1.804

# Hickman County Board of Education

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

## COMMUNITY ACTIVITIES

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

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

## POLITICAL ACTIVITIES

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

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

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

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Cross References

Legal References

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

Board-Community Relations 1.500

News Releases, News Conferences & Interviews

1.503 Advertising & Distribution of Materials in

Schools 1.806

# Hickman County Board of Education

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

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

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

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Legal References

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

Cross Reference

Community Use of School Facilities 3.206  
Non-School Employment 5.607

# Hickman County Board of Education

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

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

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

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## Legal References

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

# Hickman County Board of Education

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

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

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

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

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

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

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

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

27 Additionally, each school will have a Healthy School Team that is representative of all eight (8)  
28 components of the CSH program. The team members shall consist of the principal, teachers, staff,  
29 students, parents, and community members with at least half of the team members being non-school  
30 personnel.<sup>2</sup> ~~consisting of teachers, students, parents, and administrators.~~<sup>2</sup> The Team shall hold Healthy

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

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

## 6 **COMMITMENT TO NUTRITION**

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

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

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

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

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

## 30 **DISTRICT GOALS**

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

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

### 3 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>**

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

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

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

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

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

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

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

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

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

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

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

#### 31 *Recordkeeping*

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

1 *Annual Notification of Policy*

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

6 *Triennial Progress Assessments*

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

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

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

17 *Revisions and Updating the Policy*

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

23 *Community Involvement, Outreach, and Communications*

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

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Legal References

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

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Cross References

Student Suicide Prevention 6.415





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

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

**2nd reading:**

**1.804 – Alcohol & Drugs in the Workplace**

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

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

**5.114 – Personnel Files**

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

**5.1151 – Telework During Emergencies**

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

**5.200-5.202 – Separation Practices for Employees**

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

**5.302 – Sick Leave**

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

**5.400 – Personnel Health Examinations/Communicable Diseases**

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

**5.403 – Drug & Alcohol Testing for Employees**

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

**5.606 – Political Activities**

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

931-729-3391 ext. 2226

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

fax 931-729-3834



**NEW 5.608 – Tutoring for Pay**

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

**5.800 – Director of Schools**

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

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

**Up for Review:**

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

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

931-729-3391 ext. 2226

*misty.shelton@hickmank12.org*

fax 931-729-3834

# Hickman County Board of Education

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

## 1 *Central Office*

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

## 9 *Individual Schools*

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

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

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### Legal References

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

# Hickman County Board of Education

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

1 *Central Office*

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

4 Payroll procedures shall be as follows:

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

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

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

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Legal References

1. TCA 50-1-308

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Cross References

- Insurance Management 3.600  
Compensation Guides and Contracts 5.110

# Hickman County Board of Education

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

1 *Central Office*

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

\_\_\_\_\_  
Cross Reference:

Insurance Management 3.600

# Hickman County Board of Education

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

1 *Central Office*

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

### 3 **SCHOOL PERSONNEL**

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

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

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

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

### 13 **BOARD MEMBERS**

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

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

---

#### Legal References

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

# Hickman County Board of Education

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

1 *General*

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

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

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

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

15 *Individual Schools*

16 The director of schools must approve the following purchases:

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

20 *Central Office<sup>2</sup>*

21 **PURCHASING APPROVAL REQUIREMENTS**

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

27 **ROUTINE PURCHASES**

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

## 7 **SPECIAL PURCHASES**

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

## 15 **EMERGENCY PURCHASES**

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

## 22 **PURCHASING OF SURPLUS PROPERTY**

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

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

## 29 **COOPERATIVE PURCHASING<sup>3</sup>**

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

## 33 **ONLINE PURCHASING**

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

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

## 12 **PURCHASING WITH FEDERAL GRANT FUNDS**

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

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

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### Legal References

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

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### Cross References

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

# Hickman County Board of Education

	Descriptor Term: <b>Debit Cards, Credit Cards, &amp; Credit Lines</b>	Descriptor Code: <b>2.8051</b>	Issued Date: <b>12/04/23</b>
		Rescinds:	Issued:

1 *General*

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

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

10 **AUTHORIZED USE**

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

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

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

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

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

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

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Legal References

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

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Cross References

Executive Committee 1.301  
Purchasing 2.805  
Purchase Orders and Contracts 2.808

# Hickman County Board of Education

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

1 *General*

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

4 **EXEMPTIONS FROM COMPETITIVE BIDDING**

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

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

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Legal References

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

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Cross References

- Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601

# Hickman County Board of Education

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

1 *General*

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

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

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

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

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

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Legal References

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

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Cross References

Consultants 1.303  
Purchasing 2.805  
Conflict of Interest 5.601

# Hickman County Board of Education

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

1 *General*

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

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

7 *Individual Schools*<sup>2</sup>

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

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

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

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Legal References

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

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Cross References

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

# Hickman County Board of Education

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

1 *Central Office*

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

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

5 *Individual Schools*

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

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Legal References

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

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Cross Reference

Executive Committee 1.301

# Hickman County Board of Education

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

1 *Individual Schools*

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

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

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

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

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

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

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

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

23 **COOPERATIVE ACTIVITIES**

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

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Legal References

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

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Cross References

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

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CES - Student Incentives

Proposed fundraising activities: Kona Ice

Purposed Uses of funds raised

Student incentives - behavior/attendance

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

School Wide (May 6) Field Day

Method by which school will receive profit check

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

Approved by Amy McAlister Date 4-13-26  
Principal

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

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name WMS Cross Country

Proposed fundraising activities: Krispy Kreme

Purposed Uses of funds raised

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

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

Method by which school will receive profit Currency

Requested by Kimberly Clark Date 2026 April 20  
Name/Title

Approved by Jina S. Shupp Date 4/21/26  
Principal

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

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Beta Club

Proposed fundraising activities: Field day concessions

Purposed Uses of funds raised

to attend convention

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

School wide

Method by which school will receive profit currency

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

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

Approved by Belinda Adair Date APR 15 2026  
Director of Schools\*

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

## PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Boys Basketball

Proposed Fundraising Activities: Free throw a thon

Proposed Uses of Funds Raised: General team funds

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

boys basketball

Method by which school will receive profit: cash

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

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

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/Account Name: Boys Basketball

Proposed Fundraising Activities: Summer Camp  
Concessions

Proposed Uses of Funds Raised: General team funds

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

Method by which school will receive profit: Cash

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

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

Approved by (Director of Schools): Belinda [Signature] Date: APR 27 2026

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/Account Name: Cheerleading

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

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

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

Cheer

Method by which school will receive profit: cash @ event

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

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

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Boys Soccer

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

Proposed fundraising activities: Car Wash

Purposed Uses of funds raised: Referee fees & supplies

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

Method by which school will receive profit: Cash

Requested by: Wendell Gordon - Head Coach  
Name/Title

4-9-2026  
Date

Acknowledge by: [Signature]  
Bookkeeper

4-9-26  
Date

Approved by: [Signature]  
Principal

4-10-26  
Date

Approved by: [Signature]  
Director of Schools\*

APR 14 2026  
Date

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

**FUNDRAISER AUTHORIZATION FORM**

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

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

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

Approved by Rebyn Emanson Date 4-14-26  
Principal

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

\* Any change in proposed uses of funds raised must be approved by the Director of Schools

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

**FUNDRAISER AUTHORIZATION FORM**

School Hickman County High School

Fund/club/class account c/o 2027

Expected timeframe of fundraiser present to June 6, 2026

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

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

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

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

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

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

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

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

\* Any change in proposed uses of funds raised must be approved by the Director of Schools

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

**FUNDRAISER AUTHORIZATION FORM**

School Hickman County High School  
Fund/club/class account C/O 2027  
Expected timeframe of fundraiser Kick-off Friday 4/17 to Mon 5/4  
Proposed fundraising activities Krispy Kreme pre-sale, sell at school by box/ by donut during talent show, and sell at table during Awards Night to public  
Method of fundraising (e.g., in-person, crowdfunding, etc.) pre-sale, by each, at Awards Ceremony  
Proposed uses of funds raised\* graduation expenses + Senior Trip  
Expected student involvement (school-wide or specific school organization) class of 2027  
Method by which school will receive profit profit from donut sales

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

Approved by Rob Emmons Date 4-13-26  
Principal

Approved by Belinda De Date APR 13 2026  
Director of Schools\*\*

\* Any change in proposed uses of funds raised must be approved by the Director of Schools

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

**FUNDRAISER AUTHORIZATION FORM**

School HCHS

Fund/club/class account Risks Basketball

Expected timeframe of fundraiser May 1 - 20th

Proposed fundraising activities Calendar Fundraiser

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

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

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

Method by which school will receive profit Cash / check

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

Approved by Robyn Emerson Date 4-13-26  
Principal

Approved by Beth A. [Signature] Date APR 14 2026  
Director of Schools\*\*

\* Any change in proposed uses of funds raised must be approved by the Director of Schools

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

**FUNDRAISER AUTHORIZATION FORM**

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

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

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

Approved by Roby Emerson Date 4-21-26  
Principal

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

\* Any change in proposed uses of funds raised must be approved by the Director of Schools

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

# HICKMAN COUNTY LEGISLATIVE BODY

Budget Committee Schedule  
Fiscal Year 2026-2027

Thursday, April 9th, 2026

5:30 Regular Meeting

6:00 Non-Profit Presentation

Monday, April 13th, 2026

5:30 Work Session Budget Meeting

County General

Drug Fund

AFT Fund

Debt Service

Hwy. Dept.

Thursday, April 16th, 2026

5:30 Work Session Budget Meeting

Solid Waste

ARPA

Monday, April 20th, 2026

5:30 Work Session Budget Meeting

Thursday, April 23th, 2024

5:30 Work Session Budget Meeting

Thursday, April 30th, 2026 (if needed)

5:30 Work Session Budget Meeting

Thursday, May 7th, 2026

5:30 Work Session Budget Meeting

School presentation

Monday, May 11th, 2026

5:30 Regular Meeting/Budget Books to Commission

Thursday, May 14th, 2026 (if needed)

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

Monday, May 18th, 2026

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

Tuesday, May 26th, 2026

Budget Presentation and Resolutions to County Commission



Debbie Breece <debbie.breece@hickmank12.org>

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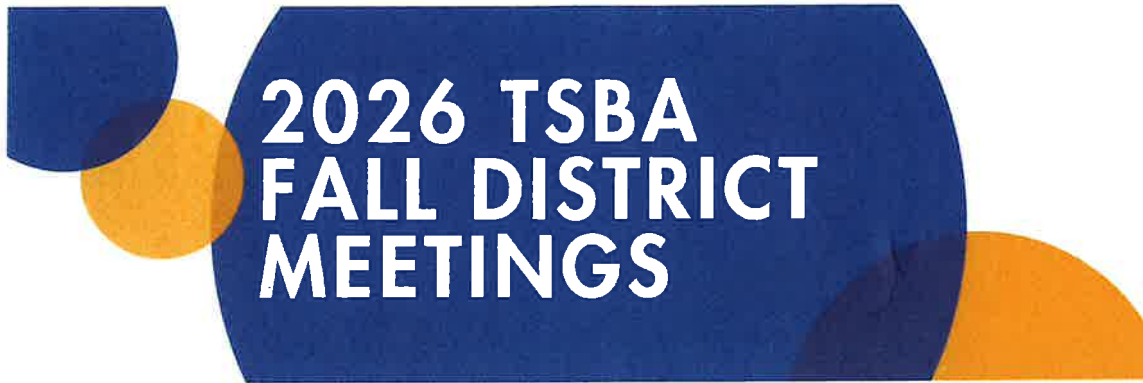
## TSBA 2026 Fall District Meetings: Don't Miss Out

1 message

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

Wed, Apr 8, 2026 at 11:30 AM

TSBA 2026 Fall District Meetings



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

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

[Download The Agenda](#)

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**Registration Fee:**

\$75 per person.

**Locations/Dates:**

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

**Register Online** 

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

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

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Nashville, TN 37207-3219

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