

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 6, 2020

The Hickman county Board of Education met on January 6, 2020, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Approval of December 2, 2019 Regular Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Communications to the Board

Director's Report

Financial Report

Items Requiring Board Action

Trip Requests

Budget Amendments

ADA Ramp at HCHS

Resolution No. 19-02

Revised Board Policies 4.201, 6.411 (2nd Reading)

Board Policy Review 3.300--3.602

Announcements

January 25, 2020 8:00 a.m. -- 12:00 p.m. at Centerville Intermediate School

Adjourn

Monday, December 2, 2019
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, December 2, 2019, at 7:00 p.m. in the library of East Hickman High School. Board members in attendance at the meeting were Chair Amy Bryant, Steve Gianakos, Ron Gammons, Jane Herron, and Jim Hudgins. Tim Hobbs and Vance Willis were absent from the meeting.

Steve Gianakos made a motion to approve the minutes from the meeting held on November 4, 2019. Jane Herron seconded the motion.

Monday, November 4, 2019
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, November 4, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. Board members in attendance were: Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, and Jim Hudgins. Vance Willis was absent from the meeting.

Steve Gianakos made a motion to approve the contract for the Director of Schools, with the change on page 3, section 14 to reflect November 5 as the effective date. Ron Gammons seconded the motion.

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

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the minutes from the regular board meeting held on October 7, 2019. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the agenda for the regular November meeting. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, November 4, 2019, at 7:00 p.m. in Room 203 of the Central Office. A work session will be held at 6:00 p.m. in Room 203 of the Central Office.

- I. Call to Order
- II. Director of Schools Contract--Board Chair
- III. Approval of October 7, 2019 Regular Board Meeting Minutes

- IV. Approval of Agenda
- V. Special Recognition
 - A. Employee of the Month (Jim Hudgins)
- VI. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Financial Statement--Board Chair
- VII. Items Requiring Board Action
 - A. Election of Board Officers--Board Chair
 - B. Trip Requests--Sponsor and Students
 - 1. HCMS Junior Beta Club--Sponsor and Students
 - 2. EHHS Girls Basketball--Coach and Players
 - C. EHHS Prom--EHHS Sponsor and Students
 - D. HCHS Prom--HCHS Sponsor and Students
 - E. Budget Amendments--Business Officer
 - F. Compliance Report--Director of Accountability
 - G. 2020-2021 Proposed School Calendar--Calendar Committee Chair
 - H. Approval to Split Supplements--Director of Schools
 - I. ADA Ramp at HCHS Auditorium--Maintenance Director
 - J. EHHS Tennis Court Resurface--Maintenance Director
 - K. HCHS Track Resurface--Maintenance Director
 - L. Declaration of Surplus Property--Maintenance Director
 - M. Revised Board Policies 4.605, 6.200a, 6.506 (1st reading)--Director of Accountability
 - N. Revised Board Policies 1.1061, 1.901, 6.313 (2nd reading)--Director of Accountability
 - O. Board Policy Review 2.700--2.900 --Director of Accountability
- VIII. Announcements
 - A. TSBA Leadership Conference and Convention--November 14-17, 2019
- IX. Adjourn

On a voice vote, the motion was approved 6-0.

Catherine Shelby was recognized as November Employee of the Month by Jim Hudgins.

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

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: October 25, 2019
 RE: November Director's Report

Leave of Absence

Professional
Support Staff

Hiring

Professional
Support Staff
 Hope Ouhl

Special Education Assistant

Cookie Mays
Tatum Quillen
Kayla Simpson
Ashley Welker

Special Education Assistant
Special Education Assistant
Educational Assistant/Girls Asst. Basketball Coach
Special Education Assistant

Resignation

Professional
Priscilla Jennings
Support Staff

Special Education Teacher

Retirement

Professional
Support Staff

Transfers

Professional
Laura Harris

Support Staff

CIS Special Education Assistant to Special
Education Teacher

Appointment

Professional

On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to approve the financial report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the OPEB Financial Statement. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to complete the officer election process from the October board meeting and affirm the officer selection of Amy Bryant, Chair; Tim Hobbs, Vice-Chair; Steve Gianakos, Chair Pro-Tem, and Tim Hobbs, TLN Representative. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the HCMS Junior Beta Club overnight trip request to attend the Beta Club Convention on November 24-25, 2019, at the Opryland Hotel in Nashville, TN. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the EHHS Girls Basketball Team overnight trip request to participate in a basketball tournament in Hilton Head, South Carolina on December 20-23, 2019. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the EHHS Prom to be held on April 25, 2019, from 7:00-11:00 p.m. at EHHS. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the HCHS Prom to be held on April 4, 2019, from 7:00-11:00 p.m. at HCHS. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve Budget Amendment #4. Jim Hudgins seconded the motion.

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

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the Compliance Report. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the school calendar for 2020-2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the splitting of supplements as presented in the packet. Steve Gianakos seconded the motion.

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

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to pursue quotes for the ADA ramp at HCHS. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to award the EHHS Tennis Court Resurface Bid to Seal Rite (\$26,376.00). Jane Herron seconded the motion.

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

Jane Herron
Tim Hobbs
Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Tim Hobbs made a motion to award the bid for the HCHS Track Resurface to Dynamic Sports (\$56,067.00). Steve Gianakos seconded the motion.

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

Vance Willis

On a roll call vote, the motion was approved 6-0.

Jim Hudgins made a motion to declare the wooden structure playground equipment at East Hickman Intermediate School as surplus. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve board policies 4.605, 6.200a, and 6.506, with the insertion of 15 days, on first reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to table the revised board policy 6.313 in order to gather information for the policy recommendations. Amy Bryant seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve revised board policies 1.1061 and 1.901 on second reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve the review of board policies 2.700-2.900. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

The meeting was adjourned at 7:39 p.m.

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

Jane Herron made a motion to approve the agenda. Ron Gammons seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, December 2, 2019, at 7:00 p.m. in the library of East Hickman High School. A work session will take place at 5:30 in the library of East Hickman High School.

- I. Call to Order
- II. Approval of November 4, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month (Jane Herron)
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Family Resource Center Mid-Year Report--Family Resource Center Directors
- VI. Items Requiring Board Action
 - A. Trip Requests--Sponsor and Students
 - 1. EHHS Culinary Arts--Sponsor and Students
 - B. Budget Amendments--Business Officer
 - C. Social Worker Salary Scale--Business Officer
 - D. Electric Tilt Skillet Purchase--Food Service Director
 - E. Resolution No.19-01--Director of Schools
 - F. Revised Board Policies 4.201, 6.411 (1st Reading)--Director of Accountability
 - G. Revised Board Policy 6.313- (Remove from Table)--Director of Accountability
 - H. Revised Board Policy 6.313--(2nd reading)--Director of Accountability
 - I. Revised Board Policies 4.605, 6.200a, 6.506 (2nd reading)--Director of Accountability
 - J. Board Policy Review 3.100-3.219--Director of Accountability
- VII. Announcements--Board Retreat Dates and Times
- VIII. Adjourn

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

Jane Herron recognized Craig Shelton and Brian Qualls as Employees of the Month for December.

Ron Gammons made a motion to approve the Director's Report as presented. Jim Hudgins seconded the motion.

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: November 25, 2019
 RE: December Director's Report

Leave of Absence

Professional

Kathy Brown

December 4-December 20, 2019

Support Staff

Hiring

Professional

Support Staff

Elizabeth Johnston

Food Service

Nancy Castenholz

Food Service

Kimberly Hunter

Food Service

Resignation

- Professional
- Support Staff

Retirement

- Professional
- Support Staff

Transfers

- Professional
- Support Staff

Appointment

- Professional
- Support Staff

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

Mike Elkins presented the financial summary for December and presented an audit finding for 2018-2019 for not reporting some employees to TCRS in a timely manner. Jim Hudgins made a motion to accept the report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

The Family Resource Center Directors, Mislessa Orton and Alison Stanley, presented the Mid-Year Report to the Board, including the fact that over 700 children would be receiving assistance through Operation Santa Claus. Amy Bryant made a motion to approve the report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve the EHHS Culinary Arts overnight trip request for five students to attend a cooking competition in Nashville, TN, from January 9-11, 2020. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve the social worker salary scale. Steve Gianakos seconded the motion.

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

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

Jane Herron made a motion to approve the bid award to Mobile Fixture for the purchase of an electric tilt skillet for Centerville Elementary School. Jim Hudgins seconded the motion.

Aye

Amy Bryant
Ron Gammons
Steve Gianakos
Jane Herron

Nay

Jim Hudgins

Pass

Absent

Tim Hobbs

Vance Willis

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

Steve Gianakos made a motion to approve Resolution 19-01 as presented. Jim Hudgins seconded the motion.

Resolution No. 19-01

Guidelines to Govern the Hickman County Board of Education's GASB 45 Trust

WHEREAS, A contract with the Hickman County Education Association (HCEA) established a medical insurance premium payments for retired teachers; and

WHEREAS, The Hickman County Board of Education entered into an agreement with the Tennessee School Boards Association's GASB 45 Trust ("the Trust" or "Trust") to fund such a program; and

WHEREAS, The contract with the HCEA expired on June 30, 2014; and

WHEREAS, The Hickman County Board of Education adopted Resolution 16-01 in order to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients; and

WHEREAS, The Hickman County Board of Education now desires to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients from henceforth;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education in Hickman County, Tennessee, assembled in regular session this 2nd day of December 2019 that:

Section 1: The Trust is applicable (i.e., open to participation) to those licensed employees according to the guidelines set forth herein, who meet the following criteria:

- A. Licensed employees who were hired on or before June 30, 2015, or;
- B. Licensed employees who were employed by the Hickman County School System during the time the Trust has been in effect from its inception through June 30, 2015, and who

left the Hickman County School System and then became re-employed by the Hickman County School System on or after July 1, 2015.

Section 2: To be eligible to participate in receiving funds from the Trust, an employee must meet all of the requirements of this Resolution, must complete state and local forms at the time of filing for retirement, which must be no later than the date of the last payroll payment for the school year in which the employee is retiring.

Section 3: For those not eligible for Medicare at the time of retirement, the Board will contribute the following from the time of retirement until the retiree becomes eligible for Medicare or for a maximum of six (6) years, whichever comes first. However, if a retiring teacher has provided 35 or more years of continuous service in the Hickman County School System, premiums will be paid for a maximum of ten (10) years or until retiree becomes eligible for Medicare, whichever comes first, according to the following schedule:

- A. 30 or more years of service in Hickman County Schools
 - 1. 55% of a single policy premium
 - 2. 30% of a family policy premium

- B. 20-29 years of service in Hickman County Schools
 - 1. 45% of a single family policy premium
 - 2. 25% of a family policy premium

- C. 10-19 years of service in Hickman County Schools
 - 1. 35% of a single policy premium
 - 2. 15% of a family policy premium

Section 4: Retirees who meet the following conditions shall be eligible for reimbursement for Medicare supplement insurance in accordance with the schedule set below:

- A. Must meet State of Tennessee requirements to enroll in the State of Tennessee plan for Medicare supplement insurance:
- B. Are eligible for Medicare at the time of retirement; or
- C. Become eligible for Medicare after participating in Section 3, above;
- D. Medicare supplement payments shall be paid as a reimbursement, one time per year, in the month of December, according to the following rate schedule:
 - (i) Retirees with 30 or more years of service in the Hickman County Schools shall receive a local contribution, which when combined with the State of Tennessee contribution, shall equal 100% of premium cost.

(ii) Retirees with 20-29 years of service in the Hickman County Schools shall receive a local contribution, which, when combined with the State of Tennessee contribution, shall equal 35% of premium cost.

(iii) Retirees with 10-19 years of service in the Hickman County Schools shall receive a local contribution, which, when with the State of Tennessee contribution, shall equal 25% of premium cost.

Section 5: Upon exhaustion of funds in the Trust, membership in the Trust is abolished. If sufficient funds are not available to make a complete payment during any fiscal year to eligible retirees participating in the Trust, the remaining Trust funds are to be prorated and each participant will receive an equal share, with the exception if there is an odd amount, the last eligible participant, arranged alphabetically, will receive an odd amount to zero the Trust account out.

Section 6: The Board hereby ratifies and approves all Medicare supplement payments which have been made to any retirees since the expiration of the Agreement between the Board of Education and the Hickman County Education Association, subject to approval by the State of Tennessee and applicable rules and regulations.

Adopted, this 2nd day of December 2019.

Action:

_____5_____ Aye _____0_____ Nay _____0_____ Pass _____2_____ Absent

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Jim Hudgins made a motion to approve revised board policies 4.201 and 6.411 on 1st reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to place board policy 6.313 back on the table. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to remove line 15 from page 2 regarding "unauthorized areas". Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve revised board policy 6.313 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve revised board policies 4.605, 6.200a, and 6.506 with revisions as stated. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to approve the review of board policies 3.100-3.219. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant announced the board retreat will be held on January 25 from 8:00 a.m. until 12:00 p.m. and on February 8 from 8:00 a.m. until 12:00 p.m. if an an additional date is needed.

The meeting was adjourned at 7:20 p.m.

Board Chair

Director of Schools



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

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

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

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

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

The Hickman County Board of Education will meet in regular session on Monday, January 6, 2020, at 7:00 p.m. in Room 203 at the Central Office. A work session will be held at 6:00 p.m. in Room 203 of the Central Office.

- I. Call to Order
- II. Approval of December 2, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month (Amy Bryant)
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
- VI. Items Requiring Board Action
 - A. Trip Requests--Sponsor and Students
 - B. Budget Amendments--Business Officer
 - C. ADA Ramp at HCHS--Maintenance Director
 - D. Resolution No.19-02--Director of Schools
 - E. Revised Board Policies 4.201, 6.411 (2nd Reading)--Director of Accountability
 - F. Board Policy Review 3.300-3.602--Director of Accountability
- VII. Announcements--January 25, 2020, 8:00 a.m.-12:00 p.m. at Centerville Intermediate School
- VIII. Adjourn



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

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

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

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

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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: December 19, 2019
RE: January Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Jennifer Lange

EHIS Teacher

Support Staff

Resignation

Professional

Support Staff

Jared Carkuff

HCHS In School Suspension/Asst. Football Coach

Autumn Goltz

HCMS Special Education Assistant

Lance Standridge

Bus Driver

Deborah McCoy

Food Service

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

141	General Purpose School	Account	Description	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date		% of Avg
				Budget Estimate	Actual			Actual	Actual	
Revenues										
40110		Current Property Tax	2,965,472.00	(1,277,010.22)	43.06 %	247,122.67	(822,309.82)	332.75 %		
40120		Trustee's Collections - Prior Year	100,000.00	(32,413.58)	32.41 %	8,333.33	(5,830.16)	69.96 %		
40125		Trustee's Collections - Bankruptcy	0.00	(407.65)	0.00 %	0.00	(43.26)	0.00 %		
40130		Cir Clk/Clk & Master Collections-Pr Yr	55,000.00	(5,166.17)	9.39 %	4,583.33	9,178.51	-200.26 %		
40140		Interest And Penalty	21,000.00	(4,098.03)	19.51 %	1,750.00	(884.80)	50.56 %		
40161		Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,753.33)	43.83 %	333.33	(577.30)	173.19 %		
40162		Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %		
40210		Local Option Sales Tax	1,600,000.00	(708,285.88)	44.27 %	133,333.33	(137,162.22)	102.87 %		
40270		Business Tax	30,000.00	(5,790.19)	19.30 %	2,500.00	(1,120.70)	44.83 %		
40320		Bank Excise Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %		
40350		Interstate Telecommunications Tax	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %		
41110		Marriage Licenses	1,300.00	(589.00)	45.31 %	108.33	(104.50)	96.46 %		
43513		Tuition - Summer School	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %		
43517		Tuition - Other	1,000.00	(1,300.00)	130.00 %	83.33	(100.00)	120.00 %		
43570		Receipts From Individual Schools	60,000.00	(5,876.80)	9.79 %	5,000.00	(3,037.55)	60.75 %		
43582		Community Service Fees - Adults	200.00	(144.70)	72.35 %	16.67	0.00	0.00 %		
44120		Lease/Rentals	1,000.00	(405.00)	40.50 %	83.33	0.00	0.00 %		
44146		E-Rate Funding	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %		
44170		Miscellaneous Refunds	28,100.39	(42,235.00)	150.30 %	2,341.70	(20.68)	0.88 %		
44530		Sale Of Equipment	5,000.00	(11,401.45)	228.03 %	416.67	0.00	0.00 %		
44560		Damages Recovered From Individuals	3,000.00	(2,483.94)	82.80 %	250.00	0.00	0.00 %		
44570		Contributions & Gifts	15,000.00	(7,621.00)	50.81 %	1,250.00	(2,941.00)	235.28 %		
46511		Basic Education Program	22,360,000.00	(11,300,939.20)	50.54 %	1,863,333.33	(2,260,187.84)	121.30 %		
46515		Early Childhood Education	419,362.00	(90,850.25)	21.66 %	34,946.83	0.00	0.00 %		
46520		School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %		
46550		Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %		
46590		Other State Education Funds	250,000.00	0.00	0.00 %	20,833.33	0.00	0.00 %		
46591		Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %		
46594		Family Resource Centers	59,223.00	(29,611.66)	50.00 %	4,935.25	(14,805.83)	300.00 %		
46610		Career Ladder Program	60,000.00	(29,883.73)	49.81 %	5,000.00	0.00	0.00 %		
46851		State Revenue Sharing -T.V.A.	250,000.00	(58,589.34)	23.44 %	20,833.33	0.00	0.00 %		
46980		Other State Grants	50,000.00	(2,950.00)	5.90 %	4,166.67	(2,950.00)	70.80 %		
46981		Safe Schools	44,000.00	0.00	0.00 %	3,666.67	0.00	0.00 %		
46990		Other State Revenues	25,062.30	(5,062.30)	20.20 %	2,088.53	0.00	0.00 %		
47640		Rotc Reimbursement	65,000.00	(25,801.96)	39.70 %	5,416.67	(6,450.09)	119.08 %		
48990		Other	83,400.00	(16,800.00)	20.14 %	6,950.00	(2,000.00)	28.78 %		
49700		Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %		
49800		Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %		

Account	Description	Year-To-Date		% of Budget	Month-To-Date		% of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
141	General Purpose School	28,766,619.69	(13,667,470.38)	47.51 %	2,397,218.31	(3,251,347.24)	135.63 %
Expenditures							
71100	Regular Instruction Program	(14,021,399.39)	6,632,001.29	47.30 %	(1,168,449.95)	1,377,229.90	117.87 %
71150	Alternative Instruction Program	(170,436.00)	61,307.28	35.97 %	(14,203.00)	11,343.10	79.86 %
71200	Special Education Program	(3,074,402.00)	1,033,033.03	33.60 %	(256,200.17)	192,771.05	75.24 %
71300	Career and Technical Education	(1,150,695.00)	394,123.75	34.25 %	(95,891.25)	69,034.33	71.99 %
72110	Attendance	(157,047.00)	69,314.12	44.14 %	(13,087.25)	9,073.22	69.33 %
72120	Health Services	(362,746.00)	126,060.67	34.75 %	(30,228.83)	22,594.11	74.74 %
72130	Other Student Support	(944,221.00)	294,335.56	31.17 %	(78,685.08)	53,029.51	67.39 %
72210	Regular Instruction Program	(1,311,216.00)	401,278.54	30.60 %	(109,268.00)	74,388.25	68.08 %
72220	Special Education Program	(115,363.00)	57,785.91	50.09 %	(9,613.58)	9,293.46	96.67 %
72230	Career and Technical Education	(114,933.00)	47,103.98	40.98 %	(9,577.75)	6,566.16	68.56 %
72250	Technology	(275,049.00)	171,023.28	62.18 %	(22,920.75)	6,006.28	26.20 %
72310	Board Of Education	(670,000.00)	346,709.00	51.75 %	(55,833.33)	36,691.19	65.72 %
72320	Director Of Schools	(282,179.00)	140,669.09	49.85 %	(23,514.92)	17,631.14	74.98 %
72410	Office Of The Principal	(1,711,905.30)	628,053.11	36.69 %	(142,658.78)	96,379.21	67.56 %
72510	Fiscal Services	(45,000.00)	235.00	0.52 %	(3,750.00)	0.00	0.00 %
72610	Operation Of Plant	(2,313,000.00)	1,069,472.14	46.24 %	(192,750.00)	132,113.50	68.54 %
72620	Maintenance Of Plant	(1,097,310.00)	618,127.40	56.33 %	(91,442.50)	36,582.49	40.01 %
72710	Transportation	(2,112,078.00)	680,232.78	32.21 %	(176,006.50)	105,972.08	60.21 %
72810	Central And Other	(254,500.00)	23,418.23	9.20 %	(21,208.33)	5,789.14	27.30 %
73100	Food Service	(28,110.00)	15,046.43	53.53 %	(2,342.50)	5,015.47	214.11 %
73300	Community Services	(130,305.00)	46,038.65	35.33 %	(10,858.75)	8,481.64	78.11 %
73400	Early Childhood Education	(448,354.00)	152,414.32	33.99 %	(37,362.83)	26,501.84	70.93 %
76100	Regular Capital Outlay	(331,000.00)	72,218.00	21.82 %	(27,583.33)	0.00	0.00 %
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
Total	Expenditures	(31,286,248.69)	13,080,001.56	41.81 %	(2,607,187.39)	2,302,487.07	88.31 %
141	General Purpose School	(2,519,629.00)	(587,468.82)	-23.32 %	(209,969.08)	(948,860.17)	-451.90

142	School Federal Projects	Account	Description	Year-To-Date		Month-To-Date		% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
Revenues								
44170		Miscellaneous Refunds	0.00	(0.05)	0.00 %	0.00	0.00 %	0.00 %
47131		Vocational Educ - Basic Grants To	104,022.67	(48,126.86)	46.27 %	8,668.56	0.00	0.00 %
47141		Title 1 Grants To Local Educ Agencies	1,335,300.94	(428,242.18)	32.07 %	111,275.08	(71,209.02)	63.99 %
47143		Special Education - Grants To States	1,021,606.54	(292,593.84)	28.64 %	85,133.88	(59,141.61)	69.47 %
47145		Special Education Preschool Grants	29,322.74	(5,511.68)	18.80 %	2,443.56	0.00	0.00 %
47146		English Language Acquisition Grants	146,012.83	0.00	0.00 %	12,167.74	0.00	0.00 %
47148		Rural Education	121,540.11	(34,250.49)	28.18 %	10,128.34	(12,344.08)	121.88 %
47189		Eisenhower Prof Development State	190,954.66	(21,626.48)	11.33 %	15,912.89	0.00	0.00 %
47590		Other Federal Through State	297,265.94	(63,560.88)	21.38 %	24,772.16	0.00	0.00 %
Total Revenues			3,246,026.43	(893,912.46)	27.54 %	270,502.20	(142,694.71)	52.75 %
Expenditures								
71100		Regular Instruction Program	(1,189,907.36)	397,328.99	33.39 %	(99,158.95)	70,845.95	71.45 %
71200		Special Education Program	(605,879.15)	185,625.18	30.64 %	(50,489.93)	36,076.63	71.45 %
71300		Career and Technical Education	(84,322.67)	48,036.04	56.97 %	(7,026.89)	3,194.69	45.46 %
72130		Other Student Support	(343,444.27)	51,520.01	15.00 %	(28,620.36)	9,910.70	34.63 %
72210		Regular Instruction Program	(553,558.35)	152,129.08	27.48 %	(46,129.86)	20,876.77	45.26 %
72220		Special Education Program	(437,078.75)	114,051.60	26.09 %	(36,423.23)	20,259.97	55.62 %
72710		Transportation	(9,500.00)	82.13	0.86 %	(791.67)	0.00	0.00 %
99100		Transfers Out	(22,335.88)	0.00	0.00 %	(1,861.32)	0.00	0.00 %
Total Expenditures			(3,246,026.43)	948,773.03	29.23 %	(270,502.20)	161,164.71	59.58 %
Total	142	School Federal Projects	0.00	54,860.57	100.00 %	0.00	18,470.00	0.00 %

Account	Description	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date		% of Avg
		Budget Estimate	Actual			Actual	Actual	
143	Central Cafeteria							
Revenues								
43521	Lunch Payments - Children	0.00	(28,434.12)	0.00 %	0.00	0.00	0.00	0.00 %
43522	Lunch Payments - Adults	65,000.00	(14,784.75)	22.75 %	5,416.67	0.00	0.00	0.00 %
43523	Income From Breakfast	4,500.00	(13,495.99)	299.91 %	375.00	0.00	0.00	0.00 %
43525	A La Carte Sales	145,000.00	(96,473.70)	66.53 %	12,083.33	105.05	(117,000.00)	-0.87 %
43570	Receipts From Individual Schools	0.00	(43,000.00)	0.00 %	0.00	0.00	(117,000.00)	0.00 %
44110	Investment Income	200.00	(88.33)	44.17 %	16.67	0.00	(11.13)	66.78 %
44530	Sale Of Equipment	0.00	(114.30)	0.00 %	0.00	0.00	0.00	0.00 %
46980	Other State Grants	0.00	(6,850.00)	0.00 %	0.00	0.00	(6,850.00)	0.00 %
47111	USDA School Lunch Program	1,305,000.00	(562,021.30)	43.07 %	108,750.00	0.00	(88,724.87)	81.59 %
47113	Breakfast	580,000.00	(238,235.60)	41.08 %	48,333.33	0.00	(36,411.55)	75.33 %
47114	USDA - Other	15,000.00	(6,285.78)	41.91 %	1,250.00	0.00	(1,312.24)	104.98 %
	Total Revenues	2,114,700.00	(1,009,783.87)	47.75 %	176,225.00	(250,204.74)	(250,204.74)	141.98 %
Expenditures								
73100	Food Service	(2,114,699.00)	1,362,049.16	64.41 %	(176,224.92)	188,815.64	188,815.64	107.14 %
	Total Expenditures	(2,114,699.00)	1,362,049.16	64.41 %	(176,224.92)	188,815.64	188,815.64	107.14 %
Total	143 Central Cafeteria	1.00	352,265.29	-	0.08	(61,389.10)	(61,389.10)	73,666,

Hickman County Board of Education
 Budget Amendment No. 5
 General Purpose
 January 6, 2020

Account	Description	Debit	Credit	Justification
46981	Safe Schools	60,023.10		
72620 - 701 - SSG	Administration Equipment		16,883.10	Safe Schools Funding for Safety Upgrades to Facilities
72210 - 790 - SSG	Other Equipment		43,140.00	
72410 - 399	Other Contracted Svc	100,000.00		
72410 - 399 - CES	Other Contracted Svc		12,500.00	
72410 - 399 - CIS	Other Contracted Svc		12,500.00	
72410 - 399 - EHES	Other Contracted Svc		12,500.00	
72410 - 399 - EHHS	Other Contracted Svc		12,500.00	To allocate expenditures to schools
72410 - 399 - EHIS	Other Contracted Svc		12,500.00	
72410 - 399 - EHMS	Other Contracted Svc		12,500.00	
72410 - 399 - HCHS	Other Contracted Svc		12,500.00	
72410 - 399 - HCMS	Other Contracted Svc		12,500.00	
72810 - 499	Other Supplies & Mat	15,000.00		
72810 - 499 - SS	Other Supplies & Mat		15,000.00	Allocate expenditures related to donations
48990 -	Other Supplies & Mat	2,000.00		
71100 - 499 -	Other Supplies & Mat		2,000.00	MLEC Grant
71100 - 429	Instructional Supp & Mats	78,600.00		
71100 - 429 - BEP	Instructional Supp & Mats		78,600.00	To allocatate BEP Expenditures
72250 - 722	Reg Instruction Equip	15,000.00		
72250 - 722 - ERAT	Reg Instruction Equip		15,000.00	To allocate ERATE expnditures
TOTALS		\$ 270,623.10	\$ 270,623.10	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

The Hickman County Finance Office is accepting sealed bids for the Auditorium /ADA Compliant Handicap Ramp/Lift/HCHS. This ramp must meet ADA 2010 accessibility codes and also comply with fire codes. All bids shall include installation. All bidders are required to have 1 million dollar liability insurance, workers compensation insurance, and TN business license, or contractor license. Proposals must include a bid bond equal to 3% of the proposal price.

All sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Auditorium/ADA/ Complaint Handicap Ramp/HCHS".

Bids will be opened on Monday, September 30, 2019 at 10:00 a.m. in the Finance Office. Additional specifications may be found on-line at www.hickmank12.org/request-for-proposal.

To view the project site for measurements and to schedule an appointment, contact the maintenance office 931-729-3391, ext. 3.

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

No Bids

Present
Renny Mayberry
Marty Woens

BID APPROVAL

ITEM FOR BID: ADA Compliant Handicap Ramp/Lift at HCHS

DATE OF OPENING: 9/30/19


TIME OF OPENING: 10:00 Am

PLACE OF OPENING: Finance Office

SPECIFICATIONS: attached or on-line at
www.hickman12.org/request-for-proposal

DEPARTMENT HEAD: Mike Plunkett (DB)

BUSINESS OPERATIONS

OFFICER APPROVAL: 

DIRECTOR'S APPROVAL: Michelle Hebert

FINANCE APPROVAL: _____

The Hickman County Finance Office is accepting sealed bids for the Auditorium /ADA Compliant Handicap Ramp/Lift/HCHS. This ramp must meet ADA 2010 accessibility codes and also comply with fire codes. All bids shall include installation. All bidders are required to have 1 million dollar liability insurance, workers compensation insurance, and TN business license, or contractor license. Proposals must include a bid bond equal to 3% of the proposal price.

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To view the project site for measurements and to schedule an appointment, contact the maintenance office 931-729-3391, ext. 3.

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Part B Specifications: **ADA ramp /Auditorium/ HCHS** –(stage area)

Scope:

ADA complaint, fire code compliant retro-fitted ramp over existing stairs.

Maintenance Director Compliance Review:

This ramp must meet all ADA 2010 codes and fire codes. **(All bids submitted will be reviewed and final bid award, acceptance, and decisions will be made by Director of Schools, and the School Board.)**

Ramp must be minimum of **4 foot finished inside width** with ADA hand rail, a landing turn to allow adequate continual turn radius of 4 foot equipment, and contain to rest landings to meet the grade vs distance of ADA 2010 codes. Ramp will hug the left side wall and consist of a **total of (2) rests at a 180 degree turns**, and cannot extend beyond the back stage fire egress path of the dressing room areas.

The right side of ramp requires a minimum 3 foot-egress to and from the dressing rooms per our local Fire Marshal visit. No doors may be impeded to open or close.

Drawing submittals emailed before the bid: (To maintenance director for approval of meeting needs.)

Submitted hand or printed drawings may be emailed ahead of your bid submittal for pre-approval to qualify, but will not delay or hinder bid opening and no submitted bid will be accepted after bid opening.

Drawings submitted with the sealed bid and attached: (will not be cause to excluded them from the final decisions by the Director of Schools and the Board.)

Non-submitted drawings bids, will still be reviewed, but decisions on acceptance will be determined by the school system and all decisions of acceptance will be at sole discretion of the Director of Schools and BOE.

Ramp Materials: Below are the suggested ramps “to be considered” with best “longevity, cost effectiveness” in mind, but all ramps are to be **solid anchored**, safe, sturdy and “non-moving”, when walking or any type of rolling wheel chairs, rolling equipment proceeds down the ramp. Top entrance of ramp is to be either **width of the top step** and funnel down or 90 degree **railed off** at the top to disable the stair use entirely and convert this to sole ramp entrance. All railings must not only have the **ADA hand grip**, but must also have a **floor angle runner** to prevent the wheel chair from rolling off the ramp edge. Railings must meet the minimum code for 4 inch open railing spacing, regardless of horizontal or vertical spindles.

Aluminum Metal Ramps:

If the submitted proposed ramp is to be aluminum with rubber non-marring posts to stand with an adequate bridged reinforced load framing to allow for 50 lb. per sq. ft. load capacity, to handle weight of a 1000lb. rolling one man lift.. Lift floors to be armor coated to prevent slip falls and to be durable to traffic of props, rolling 1000lb lifts, and foot traffic.

SPECS: Page 2 of 2

Steel Metal Ramps:

If the submitted proposed ramp is to be steel; it is to be rust coated with primer and paint, under and top of the structure as to not rust. Ram floor is to have armor coating to prevent slip falls and to be durable to traffic of props, rolling 1000lb lifts, and traffic. Must meet a minimum load capacity of 50lbs per square ft. and capable of handling weight of a rolling 1000lb one man lift.

Wooden Stick Built Ramps:

This requires all materials used to be fire proof lumber, or lifetime fire proof composite, to be used in a school building.

If the submitted proposed lift is to be wood, it must meet fire codes and load capacity of 50lbs. minimum per square foot, to handle weight a 1000lb rolling one man lift. Floor base must have a type of armor coated -non-slip durable no-wear surface to allow for traffic of rolling one man lift, stage props and foot traffic.

Lift is to be at minimum 48 inches wide, including the ADA round hand railing. There are to be two minimum landings at each of the 2 turns to allow for adequate length in grade to meet rests requirements, wheel chair and rolling equipment turns without damage to hand rail system.

Other options- bid that will be considered in lieu of a ramp, will be a Stairs to platform lift. This lift must be 4 ft long and 4 ft wide, and allow for 24 inch from riser to floor stairs that articulate and convert to solid wheel chair lift. This lift must include all requirements meeting ADA, STATE lift permits, and any required engineer prints in event bid is awarded for the lift. All installation demolition, labor, shipping, etc is to be included in the bid. If awarded, bidder must install the lift. A 110v electrical circuit with a disconnect may be provided by school maintenance dept. if installer prefers that be run by owner. When bid packet is submitted, bidder is to furnish a PDF of foot print, and any photos, specs, brochures with the bid, along with the standard 1 yr workmanship warranty, manufacture standard warranty information, and provide a cost of any extended service parts warranty and labor options, if any.

Other options that will be accepted in lieu of ramps, and considered by cost comparison:

Electronic converting stairs to lift machine:

This is a 24 foot from riser to floor level, so machine that change from steps to platform ramps must meet a 4 ft length and width to gracefully accept a lift and or wheel chair. Lift will require automatic stops that prevent a roll off of items on the lift. lift capacity should be a minimum of 1200 lbs min lifting weight rated to accommodate electronic wheel chairs or man lifts.

Note:

Bids involving lifts must meet the State codes, permits, and or engineering drawing requirements to be provided by bidding company if awarded. Lifts must be installed by bidder. Bidder to provide standard warranty on workmanship and lift unit, and any offerings for "extended" warranties, and lift servicing warranties quotes with the bid.

Resolution No. 19-02

Guidelines to Govern the Hickman County Board of Education's GASB 45 Trust

WHEREAS, A contract with the Hickman County Education Association (HCEA) established a medical insurance premium payments for retired teachers; and

WHEREAS, The Hickman County Board of Education entered into an agreement with the Tennessee School Boards Association's GASB 45 Trust ("the Trust" or "Trust") to fund such a program; and

WHEREAS, The contract with the HCEA expired on June 30, 2014; and

WHEREAS, The Hickman County Board of Education adopted Resolution 16-01 in order to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients; and

WHEREAS, The Hickman County Board of Education now desires to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients from henceforth;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education in Hickman County, Tennessee, assembled in regular session this 6th day of January 2020 that:

Section 1: The Trust is applicable (i.e., open to participation) to those licensed employees according to the guidelines set forth herein, who meet the following criteria:

- A. Licensed employees who were hired on or before June 30, 2015, or;
- B. Licensed employees who were employed by the Hickman County School System during the time the Trust has been in effect from its inception through June 30, 2015, and who left the Hickman County School System and then became re-employed by the Hickman County School System on or after July 1, 2015.

Section 2: To be eligible to participate in receiving funds from the Trust, an employee must meet all of the requirements of this Resolution, must complete state and local forms at the time of filing for retirement, which must be no later than the date of the last payroll payment for the school year in which the employee is retiring.

Section 3: For those not eligible for Medicare at the time of retirement, the Board will contribute the following from the time of retirement until the retiree becomes eligible for Medicare or for a maximum of six (6) years, whichever comes first. However, if a retiring teacher has provided 35 or more years of continuous service in the Hickman County School System, premiums will be

paid for a maximum of ten (10) years or until retiree becomes eligible for Medicare, whichever comes first, according to the following schedule:

- A. 30 or more years of service in Hickman County Schools
 - 1. 55% of a single policy premium
 - 2. 30% of a family policy premium

- B. 20-29 years of service in Hickman County Schools
 - 1. 45% of a single family policy premium
 - 2. 25% of a family policy premium

- C. 10-19 years of service in Hickman County Schools
 - 1. 35% of a single policy premium
 - 2. 15% of a family policy premium

Section 4: Retirees who meet the following conditions shall be eligible for reimbursement for Medicare supplement insurance in accordance with the schedule set below:

- A. Must meet State of Tennessee requirements to enroll in the State of Tennessee plan for Medicare supplement insurance:

- B. Are eligible for Medicare at the time of retirement; or

- C. Become eligible for Medicare after participating in Section 3, above;

- D. Medicare supplement payments shall be paid as a reimbursement, one time per year, in the month of December, according to the following rate schedule:
 - (i) Retirees with 30 or more years of service in the Hickman County Schools shall receive a local contribution, which when combined with the State of Tennessee contribution, shall equal 100% of premium cost.

 - (ii) Retirees with 20-29 years of service in the Hickman County Schools shall receive a local contribution, which, ~~when combined with the State of Tennessee contribution,~~ shall equal 35% of premium cost.

 - (iii) Retirees with 10-19 years of service in the Hickman County Schools shall receive a local contribution, which, ~~when with the State of Tennessee contribution,~~ shall equal 25% of premium cost.

Section 5: Upon exhaustion of funds in the Trust, membership in the Trust is abolished. If sufficient funds are not available to make a complete payment during any fiscal year to eligible retirees participating in the Trust, the remaining Trust funds are to be prorated and each

participant will receive an equal share, with the exception if there is an odd amount, the last eligible participant, arranged alphabetically, will receive an odd amount to zero the Trust account out.

Section 6: The Board hereby ratifies and approves all Medicare supplement payments which have been made to any retirees since the expiration of the Agreement between the Board of Education and the Hickman County Education Association, subject to approval by the State of Tennessee and applicable rules and regulations.

Adopted, this 6th day of January 2020.

Action:

_____ Aye _____ Nay _____ Pass _____ Absent

Adopted:

Attest:

Hickman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Basic Program</h2>	Descriptor Code: 4.201	Issued Date: 12/04/17
		Rescinds: 4.201	Issued: 08/02/99

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in
 2 its educational programs or activities.

3 Curriculum material utilized shall reflect the cultural and racial diversity present in the United States
 4 and the variety of careers, roles and life-styles open to women as well as men in our society. One of the
 5 objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias
 6 on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and
 7 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and
 8 responsibilities of each individual as a member of a pluralistic society.¹

9 The course of study in the schools shall include those subjects required by the Legislature and
 10 Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English,
 11 geography, hygiene, sanitation, music, drawing, black history and culture, physical education, and free
 12 enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and
 13 smoking of cigarettes and their effect upon the human system; history of Tennessee and its
 14 Constitution; history of the United States and its Constitution; displaying of the American flag;
 15 highway safety; and defensive driving.

16 The Board reserves the right to add additional courses and to amend the content of prescribed courses
 17 as experience and the process of curriculum development indicate the desirability of such change.²

18 **Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not**
 19 **exceed the maximum allowed by state law.**

Legal References

1. 42 USCA § 12101; 34 CFR § 106.34
2. TCA 49-6-1001 to 1034, 1201-1205, 1301, 1302

Cross References

- Student Goals 6.100
 Student Concerns, Complaints, and Grievances 6.305

Hickman County Board of Education

Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 02/04/19
	Rescinds: 6.411	Issued: 06/05/17

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

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

12 An advisory council shall be established to serve as a resource to school sites for implementing
13 policies. The council shall consist of individuals representing the school and community, including
14 parents, students, teachers, school administrators, health professionals, school food service
15 representatives, and members of the public. The primary responsibilities of the council include but are
16 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 consisting of teachers, students, parents,
28 and administrators.' The Team shall hold Healthy School Team meetings during the school year to
29 assess needs and oversee planning and implementation of school health efforts.

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

4 **COMMITMENT TO NUTRITION**

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

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

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

22 All foods offered on the school campus may meet or exceed the USDA Smart Snacks in School
23 nutrition standards including through: celebrations and parties, classroom snacks brought by parents,
24 rewards, and incentives.

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

27 **DISTRICT GOALS**

28 The Hickman County District will promote healthy nutrition through various activities, including
29 nutrition related newsletters, informational links on the district website, healthy eating posters and
30 bulletin boards in dining areas, and informational booths at various community functions. Nutrition
31 Education will be offered as part of a standards based program designed to provide students with the
32 knowledge and skills needed to promote and protect their health as outlined in the State Board of
33 Education Health Education and Lifetime Wellness Standards. District nutrition goals, and
34 measurement of their effectiveness, are updated annually in the state Coordinated School Health
35 report.

1 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

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

5 Physical Education classes shall be offered as part of a standards based program designed to provide
6 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
7 physical education classes shall comply with the State Board of Education's Physical Education
8 Standards. In addition to the district's physical education program, non-structured physical activity
9 periods shall be offered as required by law.⁷ Supervised recess/physical activity shall be offered daily
10 to all K-8 students.

11 Schools shall continue to offer after school sports and activities. Physical activity shall not be
12 employed as a form of discipline or punishment.

13 **COMMITMENT TO CURRICULUM³**

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

15 **SCHOOL HEALTH INDEX³**

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

19 **COMPLIANCE⁸**

20 The superintendent/designee will ensure compliance with the school Wellness Policy, to include an
21 assessment of the implementation of the Wellness Policy and the progress made in attaining policy
22 goals.

23 *Recordkeeping*

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

26 *Annual Notification of Policy*

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

31 *Triennial Progress Assessments*

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

- 1 • Compliance with the wellness policy
- 2 • How the wellness policy compares to the wellness policy assessment tool
- 3 • Description of the progress made in attaining the goals of the wellness policy, which are the
- 4 annual goals found in the Coordinated School Health annual report.

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

9 *Revisions and Updating the Policy*

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

15 *Community Involvement, Outreach, and Communications*

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

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2017, Chapter No. 99
8. 7 C.F.R. § 210.31(f)

Cross References

Hickman County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 11/06/17
		Rescinds: 3.300	Issued: 04/02/07

1 *General*

2 All equipment and materials placed in school buildings by any group or organization become the
3 property of the Board. The Board reserves the right to transfer property to other schools if the school in
4 which it was originally placed is discontinued or if there is no longer any need for the equipment or
5 materials where originally placed.

6 The director of schools shall develop procedures promoting the useful life of equipment and supplies by
7 establishing a thorough, effective and economical operations and maintenance program and providing
8 adequate insurance coverage. Equipment management shall be in accordance with federal and state
9 laws, regulations and guidelines.

10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to
11 him. In addition, he/she is responsible for the preservation and protection of materials, equipment and
12 supplies not under his/her direct control when such are endangered and when the system employee
13 having direct control is not present or is otherwise unable to act.

14 *Technology*

15 All technology hardware and related technology peripherals must remain within the school to which it
16 has been assigned, except when a principal makes a request to take technology hardware and/or
17 peripherals off campus for a specific school related purpose, and the request is approved by the
18 appropriate supervisor and by the technology coordinator.

Cross Reference

Inventories 2.702

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Phones and Faxes	Descriptor Code: 3.3001	Issued Date: 11/06/17
		Rescinds: 3.3001	Issued: 03/05/01

1 Telephones, faxes and cellular/mobile telephones funded with school district funds shall comply with
2 the following procedures:

- 3 1. Absolutely no personal and/or non-school district use is allowed.
- 4
- 5 2. Long-distance calls shall be held to a minimum and a monthly long distance log sheet must be
6 maintained for cellular/mobile telephones.
- 7
- 8 3. Official or employee must have a narrative explaining need on file with the director of schools'
9 office and the finance office for any cellular/mobile telephone.
- 10
- 11 4. The director of schools' office and the finance office reserves the right to obtain a complete list
12 of monthly calls for audit purposes.
- 13
- 14 5. The Board will not be responsible for the loss of any cellular/mobile telephones, or for damages
15 to privately owned vehicles vandalized as a result of an attempt to steal the phone.
- 16
- 17 6. Optimum rates must be obtained, through competitive bids for any cellular/mobile telephone,
18 and placed on file with the director of schools' office and finance office.
- 19
- 20 7. Only the director of schools' office or designee are authorized to sign contracts for cellular/mobile
21 telephones and service.
- 22
- 23 8. The director of schools by this policy has the authority to cancel contracts for cellular/mobile
24 service, when in his/her opinion, abuse has occurred, and he/she has the authority to require that
25 identified abuse shall be reimbursed to the County.
- 26
- 27 9. Facsimile transmissions shall be for official school district business only.

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies: Leasing and Renting	Descriptor Code: 3.301	Issued Date: 11/06/17
		Rescinds: 3.301	Issued: 08/02/99

- 1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties
- 2 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.

- 3 Staff members may borrow school equipment and materials at no cost when such use is related to their
- 4 employment.

- 5 Students may borrow school equipment and materials at no cost when used in connection with their
- 6 studies or extracurricular activities.

- 7 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems
- 8 when requested by responsible parties or organizations.

- 9 Staff members borrowing school equipment for personal use will be subject to the same regulations,
- 10 including fees, as for non-school usage.

- 11 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop
- 12 tools), and cleaning and maintenance equipment are not for personal use by anyone.

- 13 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.

- 14 The Board will approve and periodically review a rental fee for the use of school equipment.

Hickman County Board of Education			
	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 06/03/19
		Rescinds: 3.400	Issued: 03/05/18

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR³**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of
19 education with appropriate documentation.

20 **COMPLAINT PROCESS⁴**

21 The following procedure will govern how students, teachers, staff, and community members shall
22 submit bus safety complaints:

- 23 1. All complaints shall be submitted to the transportation supervisor; and
- 24
- 25 2. Forms may be submitted in person, via phone, mail, or email.
 - 26 a. Written complaints shall be submitted on forms located on the district’s website. In the
 - 27 case of a complaint received via phone, the person receiving the phone call shall be
 - 28 responsible for filling out the form and submitting it to the transportation supervisor.

1 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
2 four (24) hours of receipt.

3 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
4 submit a preliminary report to the director of schools. This report shall include:

- 5 1. The time and date the complaint was received;
- 6
- 7 2. The name of the bus driver;
- 8
- 9 3. A copy or summary of the complaint; and
- 10
- 11 4. Any prior complaints or disciplinary actions taken against the driver.

12 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
13 submit a final written report to the director of schools that details the investigation's findings as well as
14 the action taken in response to the complaint.

15 An annual notice of this complaint process shall be provided to parents and students. This information
16 shall be made available in the student handbook.

17 **RECORDKEEPING⁵**

18 The transportation supervisor shall be responsible for the collection and maintenance of the following
19 records:

- 20 1. Bus maintenance and inspections forms;
- 21
- 22 2. Bus driver credentials, including required background checks, health records, and performance
23 reviews;
- 24
- 25 3. Driver training records; and
- 26
- 27 4. Complaints received and any records related to the investigation and complaints.
- 28

29 **SCHOOL BUS SAFETY RESTRAINT SYSTEMS**

30 The Hickman County Board of Education operates some school buses with three-point lap/shoulder
31 seat restraint systems (and integrated child restraint systems).

32 Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this
33 safety technology.

1 SEAT RESTRAINT NON-COMPLIANCE

2 Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students
3 removing their seat restraint during the route or refusing to wear their seat restraint will be issued a
4 written discipline referral. The local school authority will discipline the student in a manner consistent
5 with other safety-related behavioral infractions.

6 SEAT RESTRAINT TRAINING

7 The transportation supervisor will conduct annual training for all school bus drivers on the
8 implementation and use of seat restraints.

9 School bus drivers will train students on the proper implementation and use of seat restraints annually
10 at the start of each school year to ensure each passenger is familiar with the operation of seat restraints.
11 The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened
12 at all times during their ride.

13 All students will receive additional instruction on the proper use of seat restraints at least two (2)
14 additional times per year.

15 Bus drivers will instruct students to put on their seat restraints at three time periods:

- 16 1. Morning: When students board the bus, the driver will inform student to buckle up.
- 17
- 18 2. On Route: If a student takes their restraint off (visibly) while riding.
- 19
- 20 3. Afternoon: The driver will walk from the front to the back of the bus one time prior to
- 21 departure.

22 Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints
23 while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint
24 and/or referring the student for discipline if the student refuses to be compliant with seat restraint
25 utilization.

26 SEAT RESTRAINT MALFUNCTION

27 If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and,
28 if necessary, cut the belt to relieve the restraint and safely remove the passenger.

29 SCHOOL BUS IDLING POLICY

30 This policy applies to the operation of every district-owned and/or contracted school bus.

31 Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health
32 risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and

1 respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste
2 fuel and financial resources.

3 Purpose: Eliminate unnecessary idling by Hickman County Board of Education school buses
4 (including activity buses) and minimize idling time in all aspects of school bus operation.

5 Guidance:

- 6 1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading
7 zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as
8 possible to eliminate idling time and reduce harmful emissions. The school bus should not be
9 restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions
10 include conditions that would compromise passenger safety, such as extreme weather, idling in
11 direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
12
- 13 2. Limit idling time during early morning warm-up to what is recommended by the manufacturer
14 (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip
15 inspection and idling necessary to defrost windows and mirrors for safe operation of the school
16 bus.
17
- 18 3. Buses should not idle while waiting for students during field trips, extracurricular activities, or
19 other events where students are transported off school grounds.
20
- 21 4. In cold weather, schools are directed to provide a space inside the school where bus drivers can
22 wait if they have shut down their bus.
23
- 24 5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and
25 occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up
26 time as possible to maintain warmth and then shut down if there is a wait time of more than
27 fifteen (15) minutes.
28
- 29 6. All currently employed drivers shall receive a copy of this policy and be trained regarding the
30 policy’s requirements. As a part of the onboarding and/or new hire process, all new drivers
31 shall receive a copy of this policy and be trained regarding the policy’s requirements.
32
- 33 7. Excessive idling by the driver may result in disciplinary action.

34 General Exemptions: The actions outlined in the guidance section above need not apply for the
35 period(s) during which idling is necessary:

- 36 1. While stopped:
 - 37 a. For an official traffic control device;
 - 38 b. For an official traffic control signal;
 - 39 c. For traffic conditions over which the driver has no control, including, but not limited to,
40 stopped in a line of traffic; or

- 1 d. At the direction of a law enforcement officer;
- 2
- 3 2. To ascertain that the school bus is in safe operating condition and equipped as required by all
- 4 provisions of law, and all equipment is in good working order, either as part of the driver's
- 5 daily vehicle inspection, or as otherwise needed;
- 6
- 7 3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;
- 8
- 9 4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to
- 10 exceed 5 minutes (as per the recommendation of the manufacturer);
- 11
- 12 5. To operate:
- 13 a. A lift or other piece of equipment designed to ensure safe loading, unloading, or
- 14 transport of persons with one or more disabilities; or
- 15 b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more
- 16 children with exceptional medical needs aboard whose IEP requires such;
- 17
- 18 6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or
- 19 health of the driver or passengers;
- 20
- 21 7. To recharge a battery or other energy storage unit of a hybrid electric bus.

22 Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful
23 exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit
24 harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance
25 that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired
26 heaters).

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116 (d)(3)
3. TCA 49-6-2116 (a)-(c)
4. TCA 49-6-2116(d)(1),(2)
5. TCA 49-6-2116 (d)(5)

Cross References

- Bus Safety and Conduct 6.308
Homeless Students 6.503

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 03/05/18
		Rescinds: 3.401	Issued: 11/06/17

1 All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the
2 time the first student is picked up until the trip is complete.

3 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus
4 transportation, including the determination of bus stops and the assignment of students. Deleting or
5 establishing new bus routes is the responsibility of the Board.¹ Bus stops will be reviewed annually by
6 the bus driver and transportation supervisor. Concerns regarding bus stop locations and bus routes
7 should be addressed through the transportation supervisor.

8 Appeals of transportation decisions shall be made to the director of schools. The following procedure
9 will govern how students, teachers, staff, and community members shall submit bus safety
10 complaints:²

11 1. All complaints shall be submitted to the transportation supervisor; and

12 2. Forms may be submitted in person, via phone, mail, or email.

13 a. Written complaints shall be submitted on forms located on the district's website. In the
14 case of a complaint received via phone, the person receiving the phone call shall be
15 responsible for filling out the form and submitting it to the transportation supervisor.
16

17 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
18 four (24) hours of receipt.

19 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
20 submit a preliminary report to the director of schools. This report shall include:

21 1. The time and date the complaint was received;

22 2. The name of the bus driver;

23 3. A copy or summary of the complaint; and

24 4. Any prior complaints or disciplinary actions taken against the driver.
25
26
27

28 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
29 submit a final written report to the director of schools that details the investigation's findings as well as
30 the action taken in response to the complaint.

31 An annual notice of this complaint process shall be provided to parents and students. This information
32 shall be made available in the student handbook.

1 All children living within legal boundaries of Hickman County who are legally enrolled in Hickman
2 County Schools and who are eligible may be transported from their home to school. However, it
3 should be understood that transporting children within one and one-half miles (1-1/2) of a school is
4 done without reimbursement from the State Department of Education and will be continued only as
5 long as it is economically feasible.

6 Students shall not be in transit to and from school more than one and one-half hours each way.³ Under
7 no circumstances shall students be transported past their assigned school.

8 Where practical, transfers may be made from one bus to another. Both buses shall be present while the
9 transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place
10 of business for transfer shall be permitted only after approval has been obtained from the Board.

11 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or
12 unless overlapping results from the necessity to travel the main highway to school centers. When more
13 than one bus travels a main highway and each bus picks up some students along such routes, each bus
14 shall be assigned a certain portion of the route and all students within this section shall ride the bus to
15 which assigned.

16 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the
17 school year, at the time of hire, shall be informed of all the policies and procedures in place regarding
18 the transportation of students.

19 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
20 Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when
21 transporting students.

22 No student may exit the bus at a destination other than that student's designated bus stop. The Director
23 may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus
24 at an alternative location. If the Director adopts procedures, such procedures shall include, at a
25 minimum, the following:⁴

- 26 1. No school bus driver shall require or permit a student to exit the bus in violation of the School
27 System's policies and procedures. The Director shall immediately review the fitness to drive of
28 a driver who permits or requires a student to exit a bus in violation of the School System's
29 policies and procedures.
30
- 31 2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop
32 unless the student provides the driver with a signed note from the parent or guardian informing
33 the driver of the change in the student's bus stop for the day. The driver shall turn the note
34 over to the principal as soon as practical after the completion of the route.
35
- 36 3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
37 student's designated stop in order to preserve the safety of other student passengers or the
38 driver, the driver may remove the offending student from the bus provided that the driver
39 secures the safety of the student for the uncompleted trip.
40

- 1 4. A driver shall report to school authorities as soon as possible, but no later than the end of the
2 route, any student refusing to obey the driver or exiting the bus without the driver's permission
3 at a point other than the student's destination for that trip.
- 4 Students who ride school buses shall attend the school designated unless the Board designates an
5 alternate school. If a parent chooses to send his/her child to another school in the system, the parent
6 must provide transportation to and from that school.

Legal References

1. TCA 49-6-2106
2. Public Acts of 2017, Chapter No. 289(1)(d)(2)
3. TCA 49-6-2105
4. TCA 49-6-2118

Cross References

Bus Safety and Conduct 6.308

Hickman County Board of Education

	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 03/05/19
		Rescinds: 3.402	Issued: 12/04/00

1 **SCHOOL BUSES**

2 All standard rules of student and driver conduct shall apply to all extracurricular trips.

3 System-owned buses may be used by athletic teams and other school groups, provided such trips are
4 recommended by the principal.

5 The principal will make all transportation arrangements with the director of transportation and the
6 director of schools.

7 The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities.
8 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting
9 extra use of buses will be furnished to each school principal.

10 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity
11 trips during the regular school year.

12 School buses may be used only for the transportation of school personnel on authorized school business.
13 No other individual or group may rent a school bus without written request to the director of schools'
14 office.

15 **BOARD-OWNED VEHICLES**

16 The director of schools shall recommend for board approval a list of Board-owned vehicles to be
17 assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-
18 related sites and must comply with IRS requirements, including implications for reporting taxable
19 income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24)
20 hours a day to perform services required by their job responsibilities. Other than commuting to and from
21 work, use of these vehicles for personal use is prohibited.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Traffic and Parking Controls</h2>	Descriptor Code: 3.403	Issued Date: 11/06/17
		Rescinds: 3.403	Issued: 08/02/99

- 1 The principal of each school shall develop and implement a plan to ensure maximum vehicular and
- 2 pedestrian safety for his/her campus and shall submit it to the director of schools for approval. The plan
- 3 shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading
- 4 and unloading; the location of any safety hazards as areas to be avoided by vehicles or students; and
- 5 dismissal times for car and bus students.

- 6 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated
- 7 areas until the end of the school day, unless permission is obtained from the principal to use said vehicle.

- 8 Parking regulations for each school will be developed by the principal and published in the school
- 9 handbook.

Cross References

Code of Behavior and Discipline 6.300
 Interrogations and Searches 6.303
 Suspension/Expulsion/Remand 6.316

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 11/06/17
		Rescinds: 3.404	Issued: 10/01/12

1 The Board recognizes that certain employees may need to use their private vehicles for school
2 purposes regularly or occasionally. To safeguard the school system, employees and students in matters
3 of liability, particularly as this relates to an employee transporting a student or students, the following
4 policy shall be observed:

- 5 1. To use a private vehicle for school purposes, the employee must have the written permission of the
6 director of schools or his designee.
7
8 a. This permission may be in the form of a standing permit for employees who use their own
9 vehicles regularly for school purposes. The permit shall state the particular purpose, and
10 whether it includes transportation of students.
11 b. For all special trips involving students, including field trips, a special permit must be
12 obtained in advance for the specific trip signed by the transportation supervisor and director
13 of schools.
14
15 2. Employees so authorized to use their vehicles for school business purposes shall be provided
16 liability coverage by the school system.
17
18 3. The school system shall assume no responsibility for liability in case of accident, unless the
19 employee has the proper authorization described above;
20
21 4. The Board specifically forbids any employee to transport students for school purposes without
22 prior authorization by the director of schools or his designee; and
23
24 5. No student shall be sent on school errands in his, an employee's, or a system-owned vehicle.

25 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
26 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
27 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as
28 determined by the director of schools.¹

Legal References

1. TRR/MS 0520-1-5-.02(1)
2. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 11/06/17
		Rescinds: 3.500	Issued: 02/06/17

1 The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and
2 regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of
3 foods and will meet all state and federal and local requirements necessary for participation.¹

4 The system's food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using the Board-approved
6 procurement plan which must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²

11 As required for participation in the School Nutrition Programs, the Board agrees to the following:

- 12 1. Meals/snacks must be made available to all students in attendance.
- 13
- 14 2. Free and reduced-price meals/snacks must be made available to students who are determined
15 eligible for these benefits.

16 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
17 la carte items at school.

18 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
19 be as stringent as the current federal regulations concerning competitive foods.²

20 Procedures for implementing guidelines established by the State Department of Education, School
21 Nutrition Program are on file in the district food service procedures manual.

22 *Students Requesting Modified Meals*

23 The School Nutrition Program shall make reasonable modifications to accommodate children with
24 disabilities. These modifications will be made on a case-by-case basis when supported by a written
25 statement from a licensed healthcare professional who is authorized to write prescriptions under state
26 law. The director of schools shall develop procedures for notifying parents/guardians of the process for
27 requesting meal modifications, and arrange for an impartial hearing process to resolve grievances
28 related to requests for modifications based on a disability.

1 **CHARGE POLICY**

2 *Collection of Unpaid Meal Charges*

3 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
4 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
5 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
6 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.
7 Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall
8 be considered uncollectable and categorized as an operating loss.⁴

9 **OFFER VS. SERVICE**

10 Students in all schools, grades K through 12, have the option of refusing one of the four items offered
11 for breakfast. Students in all schools, grades K through 12, have the option of refusing two of the five
12 items offered for lunch; however, the student must choose at least 1/2 cup fruit or 1/2 cup vegetable.

13 **COMMUNITY USE OF SCHOOL KITCHENS**

14 When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the use
15 of the equipment. When food service facilities are used by outside agencies, an adequate fee approved
16 by the Board will be charged and the manager will ensure that no USDA commodities or supplies
17 provided for the regular program are used.

18 School food service receipts will be used only to pay regular food service operating costs.

19 **COMPETITIVE FOODS/VENDING MACHINES**

20 Any sale of food and beverages (other than competitive foods) to students during school hours will be
21 under the supervision of the school food service department and the revenue will be deposited to the
22 food service account.

23 The sale of all competitive food and beverages to students during the school hours shall be limited to
24 those approved by the Secretary of Agriculture and controlled by the principal.³

25 Vending machines in the schools will be controlled so that they will not offer competition to the school
26 lunch program or encourage poor eating habits. Vending machines may be operated in the school with
27 the approval of the principal.

28 Vending machines located in the dining area must have the approval of the Department of School
29 Nutrition to guarantee compliance with applicable state and federal laws, rules and regulations. The
30 proceeds from the vending machines must be deposited into the school's food service account.

Legal References

1. TCA 49-6-2302; 2303
2. 7 CFR § 210.10-13
3. 7 CFR § 210.11; OP Tenn. Atty. Gen. 92-54 (September 24, 1992)
4. 2 CFR 200.426

Cross References

- Deposit of Funds 2.500
- Financial Reports and Records 2.701

Hickman County Board of Education			
	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 08/06/18
		Rescinds: 3.600	Issued: 11/06/17

1 *General*

2 The insurance program shall provide coverages in a minimum of the following broad categories:

- 3 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
4 mischief, boiler and machinery explosion, and vehicles;
- 5 2. Liability: Board members, Director of Schools, and employees resulting from discharging their
6 duties, and students participating in work-based learning;¹
- 7 3. Workers' compensation; and
- 8 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

9 The Director of Schools shall continually review the insurance program to ensure that adequate
10 protection is being provided at a reasonable price.

11 **GROUP HEALTH**

12 The Board may provide group health insurance for all full-time employees.² The Director of Schools,
13 after consultation with personnel, shall recommend carriers of insurance for programs in which the
14 Board makes partial or full payments. The Board shall approve all insurance carriers.

15 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected
16 information.³

17 **ANNUITIES⁴**

18 Board-approved companies for tax-sheltered annuities shall include all companies presently having
19 contracts with employees.

20 The addition of a company to the list of Board-approved companies shall be considered on written
21 request of agents of the company.

22 Written request for a change in annuity deductions shall be reported to the payroll office on or before
23 the first day of the month in which such change is to be effective.

Legal References

1. Public Acts of 2018, Chapter No. 991
2. TCA 49-2-209
3. 45 CFR § 164.306, 164.316
4. TCA 49-2-208

Cross References

Payroll Procedures 2.802
Work-Based Learning 4.211

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date: 12/04/17
		Rescinds: 3.601	Issued: 08/02/99

- 1 Student accident insurance will be made available for purchase on an optional basis. The policy shall
- 2 be reviewed annually and approved by the Board upon recommendation of the director of schools.
- 3 Applications and information brochures will be sent home with the students during the first week of
- 4 school.

- 5 Files will be maintained in the principal's office listing students subscribing to the plan.

- 6 The principal shall ensure that each student, before participating in interscholastic athletics and/or
- 7 band, either purchases the insurance policy offered or presents a statement signed by the parent(s)
- 8 which assures the school that the parent(s) has personal insurance or is willing to accept all financial
- 9 responsibilities related to participation and travel. Forms for such permission and agreements will be
- 10 furnished by the principal and will be kept on file in the principal's office.

- 11 Teachers shall be eligible to participate in the student insurance program.

Cross References

Interscholastic Athletics 4.301

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Workers' Compensation</h2>	Descriptor Code: 3.602	Issued Date: 11/06/17
		Rescinds: 3.602	Issued: 12/06/04

1 The Board shall maintain adequate workers' compensation coverage according to state statutes and shall
 2 post and maintain in a conspicuous place on the business premises a printed notice regarding worker's
 3 compensation as prescribed by the commissioner of labor and workforce development.¹

4 The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians or
 5 surgeons, not associated together in practice, if available. The names of the physicians or surgeons shall
 6 be posted in conspicuous places throughout the maintenance, transportation, clerical, and professional
 7 areas of participating schools. Any claimant may select an operating surgeon or attending physician
 8 listed on the medical panel for treatment of on-the-job injuries. Any specialized treatment of injuries
 9 must be administered by practitioners or specialists upon referral by the medical panel.²

Legal References

1. TCA 50-6-407
2. TCA 50-6-204(4)(A)(B)

Cross References

- Risk Management 3.204
 Sick Leave 5.302
 Physical Assault Leave 5.307