

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---June 5, 2023

The Hickman county Board of Education met on June 5, 2023, at 7:00 PM in Room 203 Central Office.

- I. Public Comment
- II. Call To Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of May 1, 2023 Regular Board Meeting Minutes
- VI. Approval of May 8, 2023 Special Called Board Meeting Minutes
- VII. Approval of May 30, 2023 Special Called Board Meeting Minutes
- VIII. Approval of Agenda
- IX. Special Recognition
 - A. Employee of the Month
 - B. Student Recognition
 - C. Employee of the Year
 - D. Friend of Education
 - E. District Championship Recognition
 - F. State Level Competitor Recognition
- X. Communications to the Board
 - A. Director's Report
 - B. Financial Report
 - C. ESSER Updates
 - D. Family Resource Centers Year End Report
 - E. Summer Learning Plan
- XI. Items Requiring Board Action
 - A. Event Request
 - 1. HCHS JROTC

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---June 5, 2023

- B. Board Meeting Schedule for 2023-2024
- C. Annual Agenda for 2023-2024
- D. ESSER Plan Revisions
- E. Recommendations for Tenure
- F. Budget Amendments
- G. Resolution to Grant Authority to Designate Reserves
- H. Grant Executive Committee Authority to Close Out Fiscal Year
- I. School Board Attorney
- J. 2023-2024 142 Federal Budget
- K. 2023-2024 Differentiated Pay Plan
- L. 2023-2024 Salary Schedules and Pay Scales
- M. Personnel Decisions
- N. TSSE Membership Dues
- O. Partial Re-Roof at EHIS and CIS
- P. Wheelchair Lift for HCBOE Complex
- Q. Fuel Management Equipment
- R. 2023-2024 Centerville Municipal Golf Course MOU
- S. Student Representatives on School Board
- T. Pre-K Textbook Approval
- U. Revised Board Policy 6.319 (1st Reading)
- V. Revised Board Policy 3.218.2 (2nd Reading)
- W. Board Policy Review 6.400--6.4081
- X. Copy Machine Lease Agreement
- Y. ESSER Project Replacement Doors and Windows
- Z. EnTech Contract
- AA. School Lunch Charges
- BB. Board Policy 3.600

XII. Announcements

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---June 5, 2023

XIII. Adjourn

Monday, May 1, 2023
BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session at 7:00 p.m. on Monday, May 1, 2023, in Room 203 of the Central Office building. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis.

Tim Hobbs asked the group to observe a moment of silence.

Tim Hobbs led the group in the Pledge of Allegiance.

Vance Willis made a motion to approve the minutes from the meeting held on April 3, 2023. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Doug Lane made a motion to approve the minutes from the special called meeting held on April 19, 2023. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Christy Mays made a motion to approve the minutes from the special called meeting held on April 26, 2023. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the agenda for the meeting on Monday, May 1, 2023. Vance Willis seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, May 1, 2023, at 7:00 p.m. in the library of Hickman County High School. A work session will be held on Monday, May 1, 2023, at 6:00 in the library of Hickman County High School.

- I. Public Comment Period
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of April 3, 2023 Board Meeting Minutes
- VI. Approval of April 19, 2023 Special Called Board Meeting Minutes
- VII. Approval of April 26, 2023 Special Called Board Meeting Minutes
- VIII. Approval of Agenda
- IX. Special Recognition
 - A. Employee of the Month--Vance Willis
 - B. Grow Your Own Candidate Graduation--Angie Manor
 - C. Building Teachers of the Year
 1. CES Teacher of the Year--Christy Mays

2. CIS Teacher of the Year--Sherri Baker
 3. EHES Teacher of the Year--Ron Gammons
 4. EHIS Teacher of the Year--Tim Hobbs
 5. EHMS Teacher of the Year--Doug Lane
 6. HCMS Teacher of the Year--Jim Hudgins
 7. EHHS Teacher of the Year--Vance Willis
 8. HCHS Teacher of the Year--Christy Mays
- D. District Teachers and Leaders of the Year
1. Grades PK-4 Teacher of the Year--Sherri Baker
 2. Grades 5-8 Teacher of the Year--Ron Gammons
 3. Grades 9-12 Teacher of the Year--Tim Hobbs
 4. Principal of the Year--Doug Lane
 5. Supervisor of the Year--Jim Hudgins
- X. Communications to the Board
- A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. ESSER Updates--ESSER Grant Manager
 - D. TSBA OPEB Quarterly Statement--Director of Schools
- XI. Items Requiring Board Action
- A. Trip Requests
 1. EHHS Lady Eagles Basketball--Coach and Players
 2. EHHS Boys Basketball--Coach and Players
 3. EHHS HOSA--Sponsor and Students
 4. EHHS FBLA--Sponsor and Students
 5. HCHS Girls Basketball--Coach and Players
 - B. Event Request
 1. HCHS Football--Principal and Coach
 - C. 2023-2024 Out of County Tuition Rates--Director of Schools
 - D. 2023-2024 141, 143 Budgets--Director of Schools
 - E. Authorize Director of Schools to submit grants, applications, reports, amendments, and addenda--Director of Schools
 - F. ESSER II Doors and Windows Replacements--ESSER Grant Manager
 - G. Budget Amendments--Business Officer
 - H. Board Policy 6.313 (2nd Reading)--Director of Schools
 - I. Board Policy 6.4052 (2nd Reading)--Director of Schools
 - J. New Board Policy 3.218.2--Director of Accountability and Team
 - K. Board Policy 5.502 (2nd Reading)--Director of Accountability
 - L. Board Policy Review 6.310--6.319--Director of Accountability
 - M. Director of Schools Search Process and Transition--Director of Schools
- XII. Announcements
- A. Special Called Meetings in May (if needed)
- XIII. Adjourn

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

Megan Holloway was recognized as the Employee of the Month.

Chelsea Anglin and Amanda Adcox, the Grow Your Own teacher program candidates, were recognized for their graduation from Nashville State Community College.

The building level teachers of the year were recognized by the Board of Education. CES: Michelle Atkinson, CIS: Brooke Rogers, EHES: Jessica Armstrong, EHIS: Elizabeth Odom, EHMS: Tara Rhea, HCMS: Tammy Worley, EHHS: Charlotte Boehms, HCHS: Libby Betts.

The district level teachers of the year were recognized by the Board of Education. Grades PreK-4: Michelle Atkinson, Grades 5-8: Tammy Worley, Grades 9-12: Charlotte Boehms.

Marcy Tidwell was recognized as the Principal of the Year.

Eric Cannon was recognized as the Supervisor of the Year.

Ron Gammons made a motion to accept the Director's Report as presented. Sherri Baker seconded the motion.

Memorandum

To: Board Members
From: Michelle Gilbert
Date: April 24, 2023
RE: May Director's Report

Hiring

Professional
Jeffrey Carroll

EHMS Science

Support Staff

Resignation

Professional
Support Staff

Retirement

Professional
Misty Shelton
Elizabeth Cannon
Support Staff
Mike Plunkett
Shirley Krueger
Melissa Lovell

Director of Accountability, Deputy Superintendent
EHES RTI/Title I

Maintenance Director
Special Programs Administrative Assistant
Career Technical Education Secretary

Transfers

Professional

Support Staff
Donna Qualls

EHIS Sp Ed Assistant to Sp Ed Teacher

Appointment

Professional
Support Staff
Ryan Harrison
Tony Roder

HCMS Golf Coach
HCMS Athletic Director

Open Positions

Maintenance Director
1 Secondary Math Position

1 Secondary Science Position
1 K-5 position
1 Intervention Position
1 Spanish Position
2 Special Education Positions
1 Speech Language Position
2 Behavior Support Position
Bus Drivers

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

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

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

Vance Willis made a motion to accept the ESSER updates as presented. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to accept the OPEB statement. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Doug Lane made a motion to approve the overnight trip request from East Hickman High School girls basketball to attend summer camp in Cleveland, TN from May 31-June 1, 2023 and in Knoxville, TN from June 9-10, 2023. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the overnight trip request from the East Hickman High School boys basketball team to attend summer camp in Waynesboro, TN, from June 19-21, 2023. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the overnight trip request for East Hickman High School HOSA to attend national competition. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the overnight trip request for East Hickman High School FBLA to attend national competition in Atlanta, GA. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Doug Lane made a motion to approve the overnight trip request for Hickman County High School girls basketball to attend summer camp at Freed Hardeman University from June 1-3, 2023 and Bethel University from June 11-13, 2023. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Jim Hudgins made a motion to approve an inner squad spring football game for Hickman County High School during the school day at 1:00 p.m. on May 17, 2023. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Jim Hudgins made a motion to approve the 2023-2024 out of county tuition rates at the same rate of \$1,000.00. Vance Willis seconded the motion. On a voice vote, the motion was approved 6-1-0-0.

Vance Willis made a motion to table the 2023-2024 141 and 143 budgets to a special called meeting. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to allow the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2022-2023 school year and for the rising 2023-2024 school year on behalf of the Hickman County School System. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

There was no motion on ESSER Doors and Windows Replacement.

Jim Hudgins made a motion to approve budget amendments 30-32. Christy Mays seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherry Baker			
Ron Gammons			
Tim Hobbs			
Jim Hudgins			
Doug Lane			
Christy Mays			
Vance Willis			

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

Vance Willis made a motion to approve revised board policy 6.313 on 2nd reading. Sherri Baker seconded the motion. Ron Gammons requested a roll call vote.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherry Baker			
	Ron Gammons		
Tim Hobbs			
Jim Hudgins			
Doug Lane			
Christy Mays			
Vance Willis			

On a roll call vote, the motion was approved 6-1-0-0.

Christy Mays made a motion to approve revised board policy 6.4052 on second reading. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve board policy 3.218.2 on first reading with revisions including: move to strike the first sentence to the comma, remove name of insurance provider, ad no dog where a parent says no, and change classroom to room. Christy Mays seconded the motion. It was requested to send the revisions to TSBA for review. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve board policy 5.502 on second reading. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve the review of board policies 6.310-6.319 and to bring 6.319 back for revision at the June board meeting. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Mr. John Mullins spoke to the Board of Education and to the public.

Vance Willis made a motion to extend an offer to John Mullins for Director of Schools. Sherri Baker seconded the motion.

Ron Gammons made a motion to amend the motion to include signing the contract.

The original motion was withdrawn.

Vance Willis made a motion to extend an offer to John Mullins for Director of Schools and sign the contract that was previously negotiated. Christy Mays seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			
Tim Hobbs			
Jim Hudgins			
Doug Lane			
Christy Mays			
Vance Willis			

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

Ron Gammons made a motion to approve John Mullins consulting with the school board beginning on May 2-June 30, 2023. He will be involved on the 2023-2024 budget and other issues for the Board. He will keep us informed of his progress. He is to be reimbursed for travel and lodging expenses. Vance Willis seconded the motion.

Aye _____ Nay _____ Pass _____ Absent _____

Sherri Baker
Ron Gammons
Tim Hobbs
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

Ron Gammons made a motion to include the contract in the meeting minutes. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

A special called meeting on Monday, May 8, 2023, at 6:30 p.m. in Room 203 of the Central Office.

Doug Lane made a motion to adjourn the meeting. Christy Mays seconded the motion. The meeting was adjourned at 8:32 p.m.

Monday, May 8, 2023
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in a special called meeting on Monday, May 8, 2023, at 6:30 p.m. in Room 203 of the Central Office. School board members in attendance were Tim Hobbs, Sherri Baker, Ron Gammons, Doug Lane, and Christy Mays. Jim Hudgins and Vance Willis were absent from the meeting.

Tim Hobbs asked the group to observe a moment of silence.

Ron Gammons led the group in the Pledge of Allegiance.

Ron Gammons made a motion to approve the agenda. Sherri Baker seconded the motion. The Hickman County Board of Education will meet in a special called session on Monday, May 8, 2023, at 6:30 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. Board Policy 2.804--Director of Schools
 - C. 2023-2024 141, 143 Budgets--Director of Schools
- VI. Announcements
- VII. Adjourn

On a voice vote, the motion was approved 5-0-2.

Ron Gammons made a motion to approve budget amendment 33. Christy Mays seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			
Tim Hobbs			
			Jim Hudgins
Doug Lane			
Christy Mays			
			Vance Willis

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

Sherri Baker made a motion to strike from board policy 2.804 "salary and other benefits shall be determined by the county commission" and to approve amended board policy 2.804 on first reading and waive second reading. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to approve the 2023-2024 141 budget. Doug Lane seconded the motion.

Ron Gammons made a motion to increase line 131, medical personnel, to \$360,000. Tim Hobbs seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to increase line 141-71100-189 to \$405,000 to include funding for a finder's fee. Sherri Baker seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to compensate Hickman County School Board members at the same rate as the Hickman County Legislative body effective July 1, 2023, and \$16,800 be placed in the 2023-2024 school budget on line item 72130-191 and an appropriate amount placed in all other line items (i.e. 201 social security). Payment will be made monthly. Anyone desiring to continue pay at current rate equal to or below the Hickman County Legislative Body may choose to decline compensation provided the board member shall not receive less than four dollars (\$4.00) per day for the member's services. Sherri Baker seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to provide school board board members paid (health insurance only) and add a line item 207. Members may decline enrollment.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			
	Tim Hobbs		
			Jim Hudgins
Doug Lane			
	Christy Mays		
			Vance Willis

On a roll call vote, the motion failed 3-2-0-2.

Ron Gammons made a motion to add line item 355 travel with \$5,000.00 in the item. Travel will be considered reimbursement instead of income. Travel vouchers will be required by board members for travel to different schools for the meeting locations. Board Chair may file travel for each trip required for extra duties. Doug Lane seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			
Tim Hobbs			
			Jim Hudgins
Doug Lane			
Christy Mays			
			Vance Willis

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

Sherri Baker made a motion to include full-time non-certified employees who have completed 12 months of employment with the Hickman County Board of Education that participates in the plan and work a minimum of 25 hours per week be provided health insurance at the single rate paid by Hickman County Board of Education. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			

Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Christy Mays made a motion to approve 4% raise for certified, \$3,000 raise increase for 40 support staff. Ron Gammons seconded the motion. Christy Mays withdrew the motion.

Christy Mays made a motion to approve 6% raise for certified employees, \$3,000 raise for support staff, and insurance for transportation and food service. Sherri Baker seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to increase 71100-207 \$400,000 to \$2,270,840.00. Doug Lane seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

After discussion, a roll call vote was taken on the revised 2023-2024 budget from the original motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Tim Hobbs made a motion to approve the 2023-2024 143 budget. Ron Gammons seconded the motion.

Ron Gammons made a motion to increase 73100-207 by \$80,000 to \$135,000. Sherri Baker seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			
Tim Hobbs			

Jim Hudgins

Doug Lane			
Christy Mays			

Vance Willis

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

Ron Gammons made a motion to increase 47-113 by \$40,000 to \$540,000 and 43521 to \$540,000. Tim Hobbs seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			
Tim Hobbs			

Jim Hudgins

Doug Lane			
Christy Mays			

Vance Willis

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

After discussion, a roll call vote was taken on the revised 2023-2024 143 budget from the original motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			
Tim Hobbs			

Jim Hudgins

Doug Lane			
Christy Mays			

Vance Willis

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

Monday, May 30, 2023
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in a special called meeting on Monday, May 30, 2023, at 4:45 p.m. at the Hickman County Justice Center. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, and Doug Lane. Christy Mays and Vance Willis were absent from the meeting.

Tim Hobbs asked the group to observe a moment of silence.

Ron Gammons led the group in the Pledge of Allegiance.

Ron Gammons made a motion to approve the agenda. Jim Hudgins seconded the motion. The Hickman County Board of Education will meet in a special called session on Tuesday, May 30, 2023, at 4:45 p.m. at the Hickman County Justice Center.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items Requiring Board Action
 - A. 2023-2024 141 Budget--Director of Schools
- VI. Announcements
- VII. Adjourn

On a voice vote, the motion was approved 5-0-2.

Ron Gammons made a motion to amend the Board of Education budget for 2023-2024 on the 141 to decrease the compensation by 2 pennies less in property taxes and correspondingly increase the sales tax projection. We desire to help the county to avoid a property tax increase at this time. Doug Lane seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			
Tim Hobbs			
Jim Hudgins			
Doug Lane			

Christy Mays
Vance Willis

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

Doug Lane made a motion to adjourn the meeting. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0-2. The meeting was adjourned at 4:49 p.m.

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



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

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

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

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

The Hickman County Board of Education will meet in regular session on Monday, June 5, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held in Room 203 at 6:00 p.m.

- I. Public Comment
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of May 1, 2023 Regular Board Meeting Minutes
- VI. Approval of May 8, 2023 Special Called Board Meeting Minutes
- VII. Approval of May 30, 2023 Special Called Board Meeting Minutes
- VIII. Approval of Agenda
- IX. Special Recognition
 - A. Employee of the Month--Doug Lane
 - B. Student Recognition--Jim Hudgins
 - C. Employee of the Year--Sherri Baker
 - D. Friend of Education--Ron Gammons
 - E. District Championship Recognition--Christy Mays
 - F. State Level Competitor Recognition--Vance Willis
- X. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. ESSER Updates--ESSER Manager
 - D. Family Resource Centers Year End Report--Family Resource Centers Directors
 - E. Summer Learning Plan--Director of Schools
- XI. Items Requiring Board Action
 - A. Event Request
 1. HCHS JROTC--Instructor and Cadets
 - B. Board Meeting Schedule for 2023-2024--Director of Schools
 - C. Annual Agenda for 2023-2024--Director of Schools
 - D. ESSER Plan Revisions--Director of Schools
 - E. Recommendations for Tenure--Director of Accountability

- F. Budget Amendments--Business Officer
- G. Resolution to Grant Authority to Designate Reserves--Director of Schools
- H. Grant Executive Committee Authority to Close Out Fiscal Year--Director of Schools
- I. School Board Attorney--Director of Schools
- J. 2023-2024 142 Federal Budget--Business Officer and Federal Programs Director
- K. 2023-2024 Differentiated Pay Plan--Director of Schools
- L. 2023-2024 Salary Schedules and Pay Scales--Director of Schools
- M. Personnel Decisions--Director of Schools
- N. TSSE Membership Dues--Director of Schools
- O. Partial Re-Roof at EHIS and CIS--Director of Schools
- P. Wheelchair Lift for HCBOE Complex--Director of Schools
- Q. Fuel Management Equipment--Transportation Director
- R. 2023-2024 Centerville Municipal Golf Course MOU--Director of Schools
- S. Student Representatives on School Board--Sherri Baker
- T. Pre-K Textbook Approval--Director of Accountability
- U. Revised Board Policy 6.319 - (1st Reading)--Director of Accountability
- V. Revised Board Policy 3.218.2 - (2nd Reading)--Director of Accountability
- W. Board Policy Review 6.400--6.4081 --Director of Accountability
- X. Copy Machine Lease Agreement--Business Officer
- Y. ESSER Project Replacement Doors and Windows--ESSER Manager
- Z. EnTech Contract--Business Officer
- AA. School Lunch Charges--Business Officer
- BB. Board Policy 3.600--Director of Schools

XII. Announcements

XIII. Adjourn

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

NALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



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

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

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

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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: May 30, 2023
Re: June Director's Report

Hiring

Professional

Support Staff
Laura Sanders

EHIS Sp. Ed Assistant

Resignation

Professional

Jennifer Prosser
Tony Roder
Theresa Buttrey
Cathy Morgan
Julie Rice
Jayden Malugin
Alice Guardo

CIS Teacher
HCMS Head Baseball Coach
EHES Teacher
EHES Teacher
HCHS Assistant Principal
EHHS Teacher
EHHS Teacher

Support Staff

Amanda Adcox
Alyssa Gatewood
Cindy Lynam
Isabella Armstrong
Carol Bateman

FRE Director
CES Assistant
CES Assistant
EHES ESSER Assistant
CES Assistant

Retirement

Professional

Melinda Parchman
Stephanie Hastings
Wanda Warren

EHIS Teacher
EHIS Teacher
HCHS Teacher

Support Staff

Glenda Newsom
Becky Coleman
Beverly Smith

HCMS Assistant
Director of Information & Community Services
CES Assistant

Transfers

Professional

Karissa Campbell
Hannah Garrett
Rachel Hudgins
Jennifer Knight
Catherine Shelby

CIS Teacher to HCMS Teacher
CES Teacher to EHES Teacher
EHES Teacher to HCHS Teacher
EHES Teacher to CIS Teacher
EHES Teacher to HCHS Teacher

Support Staff

Tiwana Booker
Tonya Bragg
Renee Hill
Valerie King
Angie Osborne
Jill Ward

CIS Assistant to HCMS Assistant
HCHS Assistant to HCMS Assistant
CIS Assistant to CTE Secretary
EHES Assistant to FRE Director
CES Secretary/DBA to CTE Grants Manager
CIS Secretary/DBA to Sp. Programs Adm. Assistant

Appointment

Professional

Clay Chessor

HCMS Head Baseball Coach

Support Staff

Open Positions

Maintenance Director
1 Secondary Math Position
1 Secondary Science Position
1 K-5 position
1 Intervention Position
1 Spanish Position
2 Special Education Positions
1 Speech Language Position
2 Behavior Support Position
Bus Drivers

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

Hickman County Finance
 Summary Financial Statement
 May 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,953,480.00	(3,128,045.75)	105.91 %	246,123.33	(48,454.33)	19.69 %
40120	Trustee's Collections - Prior Year	80,000.00	(61,809.86)	77.26 %	6,666.67	(711.65)	10.67 %
40125	Trustee's Collections - Bankruptcy	0.00	(634.10)	0.00 %	0.00	(16.87)	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(27,090.68)	60.20 %	3,750.00	(2,045.85)	54.56 %
40140	Interest And Penalty	21,000.00	(12,941.02)	61.62 %	1,750.00	(2,176.33)	124.36 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,957.99)	73.95 %	333.33	(268.36)	80.51 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	2,350,000.00	(2,391,443.25)	101.76 %	195,833.33	(251,776.60)	128.57 %
40270	Business Tax	30,000.00	(36,706.47)	122.35 %	2,500.00	(21,004.63)	840.19 %
41110	Marriage Licenses	1,300.00	(1,358.50)	104.50 %	108.33	(199.50)	184.15 %
43517	Tuition - Other	2,000.00	(1,000.00)	50.00 %	166.67	0.00	0.00 %
43570	Receipts From Individual Schools	30,000.00	(15,516.27)	51.72 %	2,500.00	(3,555.48)	142.22 %
43582	Community Service Fees - Adults	200.00	(174.28)	87.14 %	16.67	(52.88)	317.28 %
44120	Lease/Rentals	10,000.00	(9,258.47)	92.58 %	833.33	0.00	0.00 %
44170	Miscellaneous Refunds	30,000.00	(68,913.56)	229.71 %	2,500.00	(740.00)	29.60 %
44530	Sale Of Equipment	15,000.00	(9,331.55)	62.21 %	1,250.00	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	(1,324.48)	44.15 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	(11,657.00)	77.71 %	1,250.00	(201.00)	16.08 %
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %
46511	Basic Education Program	23,031,000.00	(20,973,490.55)	91.07 %	1,919,250.00	0.00	0.00 %
46515	Early Childhood Education	417,796.00	(258,683.66)	61.92 %	34,816.33	0.00	0.00 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	5,000.00	(828.38)	16.57 %	416.67	(828.38)	198.81 %
46590	Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %
46591	Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
46594	Family Resource Centers	59,223.00	(59,223.30)	100.00 %	4,935.25	(14,805.81)	300.00 %
46610	Career Ladder Program	45,000.00	(52,176.64)	115.95 %	3,750.00	(26,146.49)	697.24 %
46851	State Revenue Sharing -T.V.A.	240,000.00	(170,349.90)	70.98 %	20,000.00	0.00	0.00 %
46980	Other State Grants	95,158.00	(95,158.00)	100.00 %	7,929.83	0.00	0.00 %
46981	Safe Schools	86,560.00	0.00	0.00 %	7,213.33	0.00	0.00 %
46990	Other State Revenues	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
47590	Other Federal Through State	0.00	(500.00)	0.00 %	0.00	0.00	0.00 %
47640	Rotc Reimbursement	70,000.00	(36,458.96)	52.08 %	5,833.33	(3,306.74)	56.69 %
48610	Donations	198,000.00	(198,000.00)	100.00 %	16,500.00	0.00	0.00 %
48990	Other	330,223.52	(166,969.16)	50.56 %	27,518.63	(40,413.75)	146.86 %
49700	Insurance Recovery	258,980.12	(193,593.64)	74.75 %	21,581.68	0.00	0.00 %
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %

Hickman County Finance
 Summary Financial Statement
 May 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Total Revenues	30,859,920.64	(27,991,595.42)	90.71 %	2,571,660.05	(416,704.65)	16.20 %
Expenditures							
71100	Regular Instruction Program	(15,322,463.00)	13,443,080.87	87.73 %	(1,276,871.92)	1,469,268.85	115.07 %
71150	Alternative Instruction Program	(238,087.00)	132,461.34	55.64 %	(19,840.58)	13,490.87	68.00 %
71200	Special Education Program	(3,329,017.00)	2,227,930.40	66.92 %	(277,418.08)	239,092.68	86.18 %
71300	Career and Technical Education	(1,335,400.00)	762,812.43	57.12 %	(111,283.33)	66,226.70	59.51 %
72110	Attendance	(180,519.00)	124,469.24	68.95 %	(15,043.25)	11,171.90	74.27 %
72120	Health Services	(390,722.00)	303,246.76	77.61 %	(32,560.17)	28,416.91	87.28 %
72130	Other Student Support	(1,065,415.00)	597,436.32	56.08 %	(88,784.58)	53,200.50	59.92 %
72210	Regular Instruction Program	(1,421,957.00)	868,181.02	61.06 %	(118,496.42)	79,479.73	67.07 %
72220	Special Education Program	(125,050.00)	88,391.16	70.68 %	(10,420.83)	7,314.42	70.19 %
72230	Career and Technical Education	(306,404.52)	164,601.32	53.72 %	(25,533.71)	17,509.85	68.58 %
72250	Technology	(511,826.00)	299,918.47	58.60 %	(42,652.17)	20,535.10	48.15 %
72290	Other Programs	(35,000.00)	20,490.15	58.54 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education	(684,913.00)	468,145.66	68.35 %	(57,076.08)	10,258.10	17.97 %
72320	Director Of Schools	(318,553.00)	236,913.15	74.37 %	(26,546.08)	4,433.47	16.70 %
72410	Office Of The Principal	(1,923,819.00)	1,346,399.90	69.99 %	(160,318.25)	99,097.91	61.81 %
72510	Fiscal Services	(50,000.00)	45,000.00	90.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant	(2,433,500.00)	2,142,329.71	88.03 %	(202,791.67)	266,425.35	131.38 %
72620	Maintenance Of Plant	(1,673,050.12)	1,164,585.96	69.61 %	(139,420.84)	263,381.24	188.91 %
72710	Transportation	(2,405,422.00)	1,678,668.68	69.79 %	(200,451.83)	139,352.96	69.52 %
72810	Central And Other	(455,883.00)	82,404.31	18.08 %	(37,990.25)	7,690.57	20.24 %
73100	Food Service	(38,571.00)	0.00	0.00 %	(3,214.25)	0.00	0.00 %
73300	Community Services	(143,813.00)	93,508.39	65.02 %	(11,984.42)	8,496.69	70.90 %
73400	Early Childhood Education	(494,196.00)	312,954.76	63.33 %	(41,183.00)	24,957.98	60.60 %
76100	Regular Capital Outlay	(690,000.00)	330,014.51	47.83 %	(57,500.00)	0.00	0.00 %
	Total Expenditures	(35,573,580.64)	26,933,944.51	75.71 %	(2,964,465.05)	2,829,801.78	95.46 %
Total	141 General Purpose School	(4,713,660.00)	(1,057,650.91)	-22.44 %	(392,805.00)	2,413,097.13	614.32 %

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	76,025.50	(40,600.34)	53.40 %	6,335.46	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,139,705.53	(840,904.67)	73.78 %	94,975.46	(132,500.22)	139.51 %
47143	Special Education - Grants To States	1,166,398.51	(607,800.08)	52.11 %	97,199.88	(101,820.38)	104.75 %
47145	Special Education Preschool Grants	48,300.09	(18,403.61)	38.10 %	4,025.01	(2,941.66)	73.08 %
47146	English Language Acquisition Grants	(575.00)	(28,591.02)	-4,972.35 %	(47.92)	(11,926.08)	14,889.21 %
47148	Rural Education	183,248.52	(48,373.37)	26.40 %	15,270.71	(10,323.07)	67.60 %
47189	Eisenhower Prof Development State	183,554.83	(125,885.64)	68.58 %	15,296.24	(22,744.45)	148.69 %
47301	COVID-19 Grant #1	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47307	COVID-19 Grant B	2,788,287.13	(1,052,522.81)	37.75 %	232,357.26	(125,313.35)	53.93 %
47309	COVID-19 Grant D	278,941.70	(89,500.00)	32.09 %	23,245.14	0.00	0.00 %
47401	American Rescue Plan Act Grant #1	7,382,066.63	(899,169.50)	12.18 %	615,172.22	(61,964.34)	10.07 %
47402	American Rescue Plan Act Grant #2	133,741.05	(45,470.87)	34.00 %	11,145.09	(23,451.60)	210.42 %
47403	American Rescue Plan Act Grant #3	11,038.16	(10,282.86)	93.16 %	919.85	(1,094.96)	119.04 %
47404	American Rescue Plan Act Grant #4	30,010.96	(10,765.00)	35.87 %	2,500.91	(5,382.50)	215.22 %
47590	Other Federal Through State	475,227.10	(228,510.56)	48.08 %	39,602.26	(20,053.05)	50.64 %
	Total Revenues	13,895,970.71	(4,046,780.33)	29.12 %	1,157,997.56	(519,515.66)	44.86 %
Expenditures							
71100	Regular Instruction Program	(4,712,000.55)	1,709,294.98	36.28 %	(392,666.71)	331,872.08	84.52 %
71150	Alternative Instruction Program	(49,171.84)	32,234.21	65.55 %	(4,097.65)	2,365.81	57.74 %
71200	Special Education Program	(924,160.56)	481,503.07	52.10 %	(77,013.38)	73,577.33	95.54 %
71300	Career and Technical Education	(116,798.20)	54,248.16	46.45 %	(9,733.18)	14,782.00	151.87 %
72110	Attendance	(83,198.38)	25,300.54	30.41 %	(6,933.20)	2,530.06	36.49 %
72120	Health Services	(62,920.36)	29,012.52	46.11 %	(5,243.36)	2,901.25	55.33 %
72130	Other Student Support	(612,088.76)	349,400.80	57.08 %	(51,007.40)	29,934.46	58.69 %
72210	Regular Instruction Program	(1,726,728.29)	733,803.62	42.50 %	(143,894.02)	51,175.02	35.56 %
72220	Special Education Program	(527,132.57)	306,378.70	58.12 %	(43,927.71)	57,489.49	130.87 %
72230	Career and Technical Education	(6,055.75)	233.18	3.85 %	(504.65)	233.18	46.21 %
72250	Technology	(153,320.40)	46,738.08	30.48 %	(12,776.70)	4,673.80	36.58 %
72610	Operation Of Plant	(1,491,284.70)	552,591.67	37.05 %	(124,273.73)	108,964.85	87.68 %
72710	Transportation	(10,500.00)	5,479.62	52.19 %	(875.00)	5,204.52	594.80 %
73100	Food Service	0.00	0.00	0.00 %	0.00	0.00	0.00 %
76100	Regular Capital Outlay	(3,412,351.44)	98,229.45	2.88 %	(284,362.62)	8,482.50	2.98 %
99100	Transfers Out	(8,258.91)	0.00	0.00 %	(688.24)	0.00	0.00 %
	Total Expenditures	(13,895,970.71)	4,424,448.60	31.84 %	(1,157,997.56)	694,186.35	59.95 %
Total	142 School Federal Projects	0.00	377,668.27	100.00 %	0.00	174,670.69	0.00 %

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	603,000.00	(297,654.94)	49.36 %	50,250.00	0.00	0.00 %
43522	Lunch Payments - Adults	75,000.00	(27,865.94)	37.15 %	6,250.00	0.00	0.00 %
43523	Income From Breakfast	55,000.00	(81,577.99)	148.32 %	4,583.33	0.00	0.00 %
43525	A La Carte Sales	175,000.00	(114,378.08)	65.36 %	14,583.33	17.75	-0.12 %
43570	Receipts From Individual Schools	0.00	(64,023.32)	0.00 %	0.00	(64,023.32)	0.00 %
44110	Investment Income	0.00	(1,640.28)	0.00 %	0.00	(461.11)	0.00 %
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
46520	School Food Service	0.00	(16,733.53)	0.00 %	0.00	0.00	0.00 %
47111	USDA School Lunch Program	873,000.00	(1,076,146.14)	123.27 %	72,750.00	(121,281.66)	166.71 %
47113	Breakfast	540,000.00	(386,282.84)	71.53 %	45,000.00	(44,339.48)	98.53 %
47114	USDA - Other	172,227.76	(177,795.97)	103.23 %	14,352.31	(2,157.84)	15.03 %
	Total Revenues	2,493,227.76	(2,244,099.03)	90.01 %	207,768.98	(232,245.66)	111.78 %
Expenditures							
73100	Food Service	(2,955,751.76)	2,251,487.64	76.17 %	(246,312.65)	21,150.41	8.59 %
	Total Expenditures	(2,955,751.76)	2,251,487.64	76.17 %	(246,312.65)	21,150.41	8.59 %
Total	143 Central Cafeteria	(462,524.00)	7,388.61	1.60 %	(38,543.67)	(211,095.25)	-547.68

Priority 1: Families

Objective 1

Family Support

Goal: By May 2023, Centerville Family Resource will serve 0.5% of students with Friday Friends, Operation Santa Claus, and other basic needs as compared to the 2021-2022 school year totals.

Action Step 1: In August 2022, Centerville Family Resource met with principals/teachers/staff during faculty meetings about "what is" and "how can I" refer students to Friday Friends using the CFRC referral form. They will be able to turn the form in to CFRC directly or complete online. CFRC has served 119 children in 57 families through the Friday Friends program. 8.08% of the Centerville area students participate. The bags are prepared from donated food items. The CFRC director delivers to CES, CIS, HCMS, and HCHS. Donations from several local churches, businesses, organizations and individuals support this program throughout the year by donating food or money. Second Harvest Food Pantry in Nashville donates 300 bags of food monthly.

Action Step 2: In October 2022, CFRC sent home forms to parents about the Operation Santa Claus program with a need help/would like to help form. CFRC served 218 children in 90 families with help for Christmas. CFRC helped Coordinated School Health with their annual Turkey Trot. CFRC received one hundred ninety-one (191) toys from the Turkey Trot for OSC. 14.82% of the Centerville school population was served through this program.

Action Step 3: In May 2023, CFRC surveyed students participating in Friday Friends to see likes and dislikes and if they need help with summer food.

Priority 1: Families

Objective 2

Family Wellbeing

Goal: By May 2023, CFRC will collaborate with school counselor and teachers at Centerville Intermediate School in creating the BBB program. This program is aimed at reducing office discipline referrals by 0.5% for students participating in the check in/check out (BBB=Bulldogs on Best Behavior folder) program as compared to students referred the previous year.

Action Step 1: In September 2022, FRC worked with counselor, RTI-B coordinator and teachers to identify students to be referred to the BBB program.

Action Step 2: In September 2022, released BBB Folder Program outlining a phase-in and phase-out structure. Students were given a folder each morning with goals to meet in the classroom. Teachers will rate the goals at the end of the day and FRC assessed and rewarded students who have met their goals for the day. As of May, 2023, 8 students from CIS had been referred to CFRC's BBB program. 1 moved from our system and 1 graduated (but I still check in with them). I am still working with the other 6.

Action Step 3: By May, 2023, Students in the BBB program will show improvement in classroom behavior and work thus decreasing need to be sent to the office for discipline. The principal stated that all of the students had decreased the number of office referrals and/or trips to the office.

Priority 2: Readiness

Objective 1

Chronically Out of School

Goal: For the school year 2022-23, to work with Centerville Elementary School to decrease the number of chronically out of school students/families by 20 students as compared to the previous school year data.

Action Step 1: By May 2023, CFRC coordinated with truancy officer bi-monthly to identify chronically out of school students. Director communicated with parent/student to assess the cause of absences. Monthly prizes were given out to award winners. There were also 4 large prize winners. In December, 2 children were drawn out of the hat to receive bicycles and in May, 2 children were picked to receive tablets.

Action Step 2: By May 2023, CFRC director will attend Tier 1 truancy meetings to offer assistance to parents and students who are struggling with attendance. CFRC was not able to attend meetings this year due to sensitive material being discussed. Flyers were made to hand to parents when they attended a truancy meeting.

Action Step 3: In May 2023, CFRC compared data from previous year to see if improvements have been made. As compared to last year, Chronic Absenteeism was decreased by 20 students this year at Centerville Elementary School. Last year there were 50 students that were considered chronic and this year there were only 30.

Priority 2: Readiness

Objective 3

Academic, College & Career Supports

Goal: By May 2023, will served up to 10 children in the Smart From the Start program and will show an improvement rate of 95% compared to the quarterly data.

Action Step 1: In August 2022, the CFRC took flyer and enrollment forms to Hickman Co. Public Library, Centerville Elementary School and the Hickman County Health Department.

Action Step 2: September 2022, CFRC held Toddler Time (ages 18 months-2 years) on Wednesday mornings at 9:30am. Preschool In A Bag on Friday mornings at 9:30am. Attendance has grown this year. 2 babies, 7 one year olds, 16 two year olds, and 12 three to five year olds participate in class. Story hour was an hour of themed interactive play, songs, books, shapes, numbers, and arts and crafts. Packets of education worksheets were given out at the end of every class for parents to work on at home with the child/children. In September, students were given a pre-test to see what information they knew. At the first class, a pre-test was administered to see what knowledge students had of color, shapes, numbers, and letters. From the information obtained from the pre-test: 6 three year olds scored 55% of knowledge on the Brigance Test. Four year old students scored 75%. In January, the director assessed the students to see if progress was being made. The post-test was administered in March and April found that all the three year old students scored 86% and four and five year old students scored 92%.

Action Step 3: April 2023, CFRC handed out parent evaluation forms for the program in order to assess and improve the program for the next school year.

Priority 3: Communities

Objective 1:

Student and Family Engagement

Goal: By August 2022, achieve 65% over all participation in orientations for students/parents that will transition schools in grades 3 and 6. This is to prepare student entering a new school and to get familiar with teachers and new procedures through PowerPoint presentation of rules and guidelines, a Q&A session and tour of the school. A survey will be given to student/parents to receive feedback so improvements can be made.

By May 2023, to implement and monitor an Ambassador program at the Hickman County High School with upper classmen and incoming 9th grade. A short questionnaire will be given to students who engage in this program each semester. We hope by the end of the school to have served 15% of the freshmen population with this program. Freshmen will be assessed quarterly to determine an improvement in their experience from the start of the school year.

Action Step 1: In July 2022, principals made calls to parents of children enrolling in grades 3, 6, and 9 with the Alert Now telephone system and posted on the CFRC Facebook page.

Action Step 2: On July 26, 2022 Centerville Intermediate orientation was held for in-coming 3rd graders and their parents. 57 of 106 3rd graders attended with 154 guests. This was 53.77% in attendance.

On July 28, 2022 Hickman Co. Middle and Hickman Co. High orientations were held for in-coming 6th and 9th graders and their parents. At HCMS there were 69 of 98 6th graders that attended with 167 guests. This was 70.40% attendance. At HCHS, there were 82 of 121 9th graders who attended with 181 guests. This was 67.76% attendance. School Ambassadors helped sign in students and handed out surveys and got all parents to fill out one for us.

A total of 208 students with 325 guests attended these events for a total of 64% attendance compared to 56.198% rate for the 2021-2022 school year.

Action Step 3: Surveys were given to families to determine if the presentation, Q & A session, and tour of the school were sufficient for their family. The surveys revealed that parents thought the orientations were well presented and discussed topics that every parent and student were concerned about. Students involved with the Ambassador program and Freshmen will be surveyed in December 2022 and again in May.

Priority 3: Communities

Objective 3:

Community Partnerships

Goal: By May 2023, the CFRC will serve 100% of teachers at Centerville Elementary and Centerville Intermediate through the Adopt A Class Program. Community leaders, civic organizations and individuals will be active in encouraging students to be the best they can be and to show students that their local community leaders are supportive and willing to help them succeed. Sponsors will encourage good attendance and academics. Sponsors will visit their adopted classroom monthly. The CFRC director will contact sponsors and teachers monthly to assure this program is working smoothly.

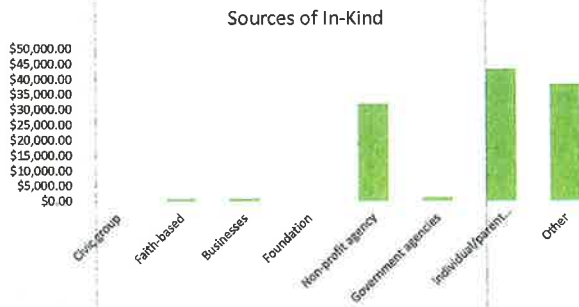
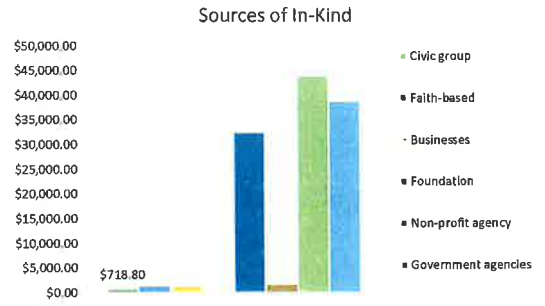
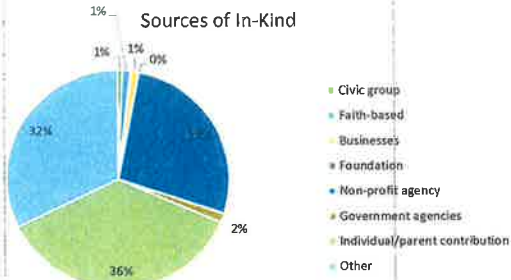
Action Step 1: In August 2022, CFRC director made visits or made calls to businesses, civic groups, and individuals of local businesses to ask for participation in the Adopt A Class program.

Action Step 2: As of August, 2022, 100% of teachers at Centerville Elementary and Centerville Intermediate are being served through the Adopt A Class program. Fun and educational things are being brought to the classrooms by community leaders, civic organizations and individuals. I have spoken with all of the sponsors and everything is going great.

Action Step 3: In May 2023, CFRC surveyed sponsors and teachers to receive feedback as to what did and did not work in order to help improve this program.

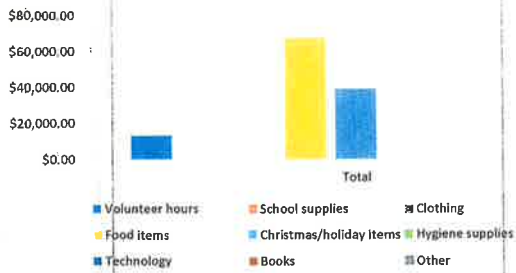
Date	Donor Name	Source of In-Kind	Item or Service Donated	Quantity	Fair Market Value (each)	Total
5/17/2023	Second Harvest	Non-profit agency	Food items	1	\$30,100.00	\$30,100.00
5/17/2023	Bob Baker	Individual/parent contribution	Food items	100	\$2.00	\$200.00
5/17/2023	Corporations	Other	Food items	1	\$37,300.00	\$37,300.00
12/1/2022	Santa's Helpers	Individual/parent contribution	Christmas/holiday items	1	\$36,800.00	\$36,800.00
11/24/2022	Turkey Trot	Individual/parent contribution	Christmas/holiday items	191	\$10.00	\$1,910.00
11/24/2022	Turkey Trot	Individual/parent contribution	Food items	14	\$5.00	\$70.00
8/30/2022	J. Aydelott	Individual/parent contribution	Christmas/holiday items	32	\$13.50	\$432.00
5/17/2023	Volunteers	Individual/parent contribution	Volunteer hours	144	\$29.95	\$4,312.80
5/17/2023	Volunteers	Faith-based	Volunteer hours	49	\$29.95	\$1,467.55
5/17/2023	Volunteers	Businesses	Volunteer hours	46	\$29.95	\$1,374.88
5/17/2023	Volunteers	Civic group	Volunteer hours	24	\$29.95	\$718.80
5/17/2023	Volunteers	Foundation	Volunteer hours	6	\$29.95	\$179.70
5/17/2023	Volunteers	Government agencies	Volunteer hours	58	\$29.95	\$1,737.10
5/17/2023	Volunteers	Non-profit agency	Volunteer hours	79	\$29.95	\$2,366.05
5/17/2023	Volunteers	Other	Volunteer hours	46	\$29.95	\$1,377.70

Source of In-Kind	Total
Civic group	\$718.80
Faith-based	\$1,467.55
Businesses	\$1,374.88
Foundation	\$179.70
Non-profit agency	\$32,466.05
Government agencies	\$1,737.10
Individual/parent contribution	\$43,724.80
Other	\$38,677.70
TOTAL	\$120,346.58

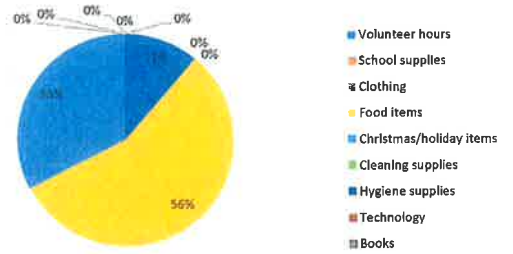


Item or Service Donated	Total
Volunteer hours	\$13,534.58
School supplies	\$0.00
Clothing	\$0.00
Food items	\$67,670.00
Christmas/holiday items	\$39,142.00
Cleaning supplies	\$0.00
Hygiene supplies	\$0.00
Technology	\$0.00
Books	\$0.00
Other	\$0.00
Household Items	\$0.00
TOTAL	\$13,534.58

Types of Items or Services Donated



Types of Items or Services Donated



Types of Items or Services Donated



2022-23 Family Resource Center Annual Performance Report

Section 1: Demographics

District Information

1. District	Hickman County
2. Region	South Central
3. FRC director name	Mislessa Orton
4. Years served as the FRC director	17
5. Telephone	931-729-0430
6. Email	mislessa.orton@hickmank12.org
7. FRC site street address	1645 Bulldog Blvd, Building B,
8. City, State, Zip	Centerville, TN 37033
9. Director of schools name	Michelle Gilbert
10. Director of schools email	michelle.gilbert@hickmank12.org
11. Total average daily student enrollment as of May 1, 2023	1470
12. FRC website address	hickmank12.org

Section 1: Demographics - Continued

FRC Social Media Accounts

If applicable, for each social media account below, please list your FRC's username/handle, or a link to the account. (Please do not include personal accounts or district-level accounts).

13. Facebook	Melissa Orton
14. Instagram	N/A
15. Twitter	N/A
16. YouTube	N/A
17. Other	N/A

Section 1: Demographics - Continued

Number of Schools

Please indicate the total number of schools your FRC serves.

18. Total number of elementary schools that your FRC serves	2
19. Total number of middle schools that your FRC serves	1
20. Total number of high schools that your FRC serves	1

Section 2: Organization, Monitoring, Sustainability

For this section, please select the response that is most appropriate in depicting your current role.

FRC Director Position

21. As the Family Resource Center director, select the work schedule allocated for this position.	10-month work schedule
22. Does the district employ a full-time FRC director?	Yes
23. If you answered no to prior question, what percentage of the time does the FRC director devote to FRC activities?	
24. What other job title/roles does the FRC director have?	

Section 2: Organization, Monitoring, Sustainability - Continued

Matching Funds

For the following questions, please indicate the amount of matching funds received from the following sources.

25. Total amount of funds matched by district	20388.35
26. Percentage matched by the district that is monetary	66
27. Percentage matched by the district that is non-monetary (e.g., office space, phone, printing services, etc.)	34
28. Amount of funds matched by district for only the FRC staff position	20388.35

Section 2: Organization, Monitoring, Sustainability - Continued

FRC Site Information

29. Which groups does your FRC serve?	["Elementary (PreK-5)", "Middle (6-8)", "High (9-12)", "Non-school aged children", "Family members"]
30. Where is your FRC site located?	School campus

Section 3: Referrals, Services, and Activities

31. What is the total number of students your FRC served (unduplicated served)?	540
32. What is the total number of families your FRC served (unduplicated served)?	351

Referrals

For the following questions, please select if your FRC made referrals to any outside agencies/partners for each of the following services. If yes, please indicate the number of referrals your FRC made for that service.

33. Did your FRC make referrals for adult education ?	No
34. Number of referrals made for adult education	
35. Did your FRC make referrals for basic necessities (e.g., hygiene items, laundry, shoes, bedding, diapers)?	Yes
36. Number of referrals made for basic necessities	4
37. Did your FRC make referrals for clothing ?	Yes
38. Number of referrals made for clothing	1
39. Did your FRC make referrals for employment/job readiness ?	No
40. Number of referrals made for employment/job readiness	
41. Did your FRC make referrals for Families First/SNAP ?	No
42. Number of referrals made for Families First/SNAP	
43. Did your FRC make referrals to a food pantry ?	No
44. Number of referrals made to a food pantry	
45. Did your FRC make referrals for healthcare (e.g., dental, vision, physical health)?	No
46. Number of referrals made for healthcare	
47. Did your FRC make referrals for holiday assistance ?	Yes
48. Number of referrals made for holiday assistance	1
49. Did your FRC make referrals for housing assistance ?	No
50. Number of referrals made for housing assistance	
51. Did your FRC make referrals for in-home services (e.g., SOCAT)?	No
52. Number of referrals made for in-home services	
53. Did your FRC make referrals for mental health services ?	Yes
54. Number of referrals made for mental health services	3

55. Did your FRC make referrals for parenting education/skills ?	No
56. Number of referrals made for parenting education/skills	
57. Did your FRC make referrals for rent/utility/transportation assistance ?	Yes
58. Number of referrals made for rent/utility/transportation assistance	1
59. Did your FRC make referrals for school supplies ?	No
60. Number of referrals made for school supplies	
61. Did your FRC make referrals for substance abuse services ?	No
62. Number of referrals made for substance abuse services	
63. Did your FRC make referrals for teen parenting support ?	No
64. Number of referrals made for teen parenting support	

Section 3: Referrals, Services, and Activities - Continued

Direct Services/Activities

For the following questions, please select if your district provided the following direct services/activities. If yes, indicate the number of direct services/activities your FRC provided. Direct service is defined as the FRC providing a direct support to those whom they serve.

65. Did your FRC provide direct services/activities for adult education ?	No
66. Number of direct services/activities made for adult education	
67. Did your FRC provide direct services/activities for basic necessities (e.g., hygiene items, laundry, shoes, bedding, diapers)?	Yes
68. Number of direct services/activities provided for basic necessities	115
69. Did your FRC provide direct services/activities related to case management ?	No
70. Number of direct services/activities provided for case management	
71. Did your FRC provide direct services/activities related to chronically out of school (e.g., truancy board, juvenile court, attendance programs)?	Yes

72. Number of direct services/activities provided for chronically out of school	27
73. Did your FRC provide direct services/activities related to clothing ?	Yes
74. Number of direct services/activities provided for clothing	7
75. Did your FRC provide direct services/activities related to family literacy ?	Yes
76. Number of direct services/activities provided for family literacy	20
77. Did your FRC provide direct services/activities related to food (e.g., mobile food pantry/giveaways)?	Yes
78. Number of direct services/activities provided for food	35
79. Did your FRC provide direct services/activities related to healthcare ?	No
80. Number of direct services/activities provided for healthcare	
81. Did your FRC provide direct services/activities related to holiday assistance ?	Yes
82. Number of direct services/activities provided for holiday assistance	218
83. Did your FRC provide direct services/activities related to home visits ?	No
84. Number of direct services/activities provided for home visits	
85. Did your FRC provide direct services/activities related to housing assistance ?	No
86. Number of direct services/activities provided for housing assistance	
87. Did your FRC provide direct services/activities related to mental health services ?	No
88. Number of direct services/activities provided for mental health services	
89. Did your FRC provide direct services/activities related to parenting education/skills ?	No
90. Number of direct services/activities provided for parenting education/skills	
91. Did your FRC provide direct services/activities related to Pre-K in a Bag/preschool services ?	Yes
92. Number of direct services/activities provided for Pre-K in a Bag/preschool services	744

93. Did your FRC provide direct services/activities related to rent/utility/transportation assistance ?	No
94. Number of direct services/activities provided for rent/utility/transportation assistance	
95. Did your FRC provide direct services/activities related to school supplies ?	Yes
96. Number of direct services/activities provided for school supplies	30
97. Did your FRC provide direct services/activities related to teen parenting support ?	No
98. Number of direct services/activities provided for teen parenting support	
99. Did your FRC provide direct services/activities related to tutoring/mentoring ?	No
100. Number of direct services/activities provided for tutoring/mentoring	
101. Did your FRC provide direct services/activities related to weekend food backpack program ?	["Bloodborne Pathogens, Bullying, HIV/AIDS, Hazing, Human Trafficking, Students Experiencing Homelessness, Nutrition Basics, Child Abuse, Hazard Communication, Slips Trips and Falls, Youth Suicide Awareness", "Mental health/Youth Mental Health First Aid (YMHFA)/suicide prevention", "Principal/administrator meetings", "Safety/safe schools/emergency preparedness/threat assessment"]
102. Number of direct services/activities provided for weekend food backpack program	4140

Section 4: Professional Development

Please select the professional development opportunities the FRC director(s) participated in and/or provided for district faculty and staff during the 2022-23 school year.

103. Please select the professional development opportunities/trainings the FRC Director participated in during the 2022-23 school year.	["Bloodborne Pathogens, Bullying, HIV/AIDS, Hazing, Human Trafficking, Students Experiencing Homelessness, Nutrition Basics, Child Abuse, Hazard Communication, Slips Trips and Falls, Youth Suicide Awareness", "Mental health/Youth Mental Health First Aid (YMHFA)/suicide prevention", "Principal/administrator meetings", "Safety/safe schools/emergency preparedness/threat assessment"]
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104. Did your FRC provide any professional development opportunities/trainings for faculty/staff this school year?	No
105. Please select the professional development opportunities/trainings the FRC Director provided during the 2022-23 school year.	

Section 5: Partnerships/Collaborations

Please indicate the number of groups/agencies with whom you partnered on your FRC initiatives this year for each of the following groups.

106. Businesses (corporation, small business)	11
107. Civic groups (e.g. Lion's Club, 4-H, Kiwanis, PTA/PTA, Rotary, etc.)	139
108. Faith-based	8
109. Foundations	2
110. Government agencies (city, county, state, federal)	13
111. Non-profit agencies	3

Section 6: Grants/Funding and In-Kind

Grants/Funding

Please indicate the total amount of grants/funding you received from each of the following sources.

112. Civic group	2615.5
113. Faith-based	850
114. Businesses	0
115. Foundation	2250
116. Non-profit agencies	0
117. Government agencies (do not include funds received from the TDOE)	0
118. Individual/parent contributions	1072.5

Section 6: Grants/Funding and In-Kind – Continued

In-Kind

Please indicate the total amount of in-kind you received from each of the following sources.

*In-kind definition: Services, material, equipment, or labor committed or received at a conservative value that would otherwise be paid from the FRC budget. In-kind contributions are donations of goods, services, or time - instead of cash. In other words, in-kind contributions are goods wholesale value or services provided instead of cash for one of your project budget line-items. The current estimated national value of each volunteer hour is **\$29.95**.*

119. Civic group	718.8
120. Faith-based	1467.55
121. Businesses	1374.88
122. Foundation	179.7
123. Non-profit	32466.05
124. Government agencies (do not include in-kind from TDOE)	1737.1
125. Individual/parent contributions	82402.5

Section 7: Best Practices

126. Please select from the following FRC director best practices and indicate the ones you participated in this school year.	["FRC provided an annual report to administrators/school staff.", "FRC presented an annual report to the school board at one or more school board meetings this year. ", "FRC presented an annual report to the FRC advisory council.", "FRC director used FRC marketing, media, and other communication efforts to support and expand FRC initiatives. ", "FRC director monitored goals and action plan during the school year. "]
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Section 8: Advisory Council

Please indicate the number of people on your FRC advisory council from each of the following groups.

127. Business representatives	1
128. Civic organizations	0
129. Community agencies	2
130. Director of schools	0
131. District supervisors	4
132. Faith-based organizations	0
133. Government officials	0
134. Parent/family members	9
135. School administrators	0
136. School board members	0
137. School staff	1
138. Students	0
139. Other	0

Priority 1: Families

Objective 1

Family Support

Goal: By May 2023, EFRC will increase by .5% the number of students served by Friday Friends, Operation Santa Claus and other basic family needs from the previous year.

Action Step 1: In August, 2022, EFRC met with teachers and principals to tell them about programs the Center offers. Fliers and referral forms were given out to refer students to the Friday Friends program. Teachers were also told how to refer students online. Teachers began referring students to this program after the first full week of school. The Homeless Liaison is also included in this program and makes referrals for the homeless students in our system. As of May 19, 184 students from 84 families have been served through this program. This is 11.04% of students served in East Hickman Schools. This is also an increase of 108 students from last year. Bags of food are prepared with food donated by civic organizations, churches, individuals and Second Harvest donates 300 bags of food each month.

Action Step 2: In September, 2022, Operation Santa Claus forms were sent home with students. Parents returned forms stating they needed help or would like to help a family. 95 givers provided gifts for 115 families with 280 children. 16.78% of the East Hickman school population was served through this program. This is 4 less children than served in 2021-2022.

Action Step 3: In May, 2023 Friday Friends surveys were given to all students who participated in this program. Students told us their likes and dislikes. Students also let us know if this service was of any help to them in any way.

Priority 1: Families

Objective 2

Family Wellbeing

Goal: By May 19, 2023 the EFRC will establish a "Buddy" program at East Hickman Elementary pairing Kindergarten students who may need help in making friends with 2nd graders. The EFRC director will collaborate with the RTI-B, Guidance Counselor and teachers in creating a check-in/check-out system with students who may need daily encouragement. This program will show a ½% decrease in office discipline referrals as compared to the previous quarter.

By October, 2022, anti-bullying classes will be presented to all students at East Hickman Elementary School through the guidance office.

By May, 2023, EFRC will make and distribute "Grief Bags" for students who have lost a loved one (or pet) by death or divorce of parents.

Action Step 1: As of May 19th, 2023 there were 8 kindergarten students who have been referred to EFRC and have been paired with 2nd graders. The guidance counselor referred these students to us for pairing. 2nd graders check in with their "buddy" weekly to see how they are doing. Once a month these students have time together with the EFRC director for fun activities. Kindergarten teachers have seen a great improvement in students participating in this program.

Students who need daily encouragement are referred to the check-in/check-out program by the guidance counselor. Each student is given a folder with goals for the day. At the end of the day, students return the folder to EFRC with notes from the teacher stating if the student was able to complete their goals for the day. At the end of the week, if the student has been able to maintain their goals for 95% of the time, they received a small reward. There were 4 students enrolled in this program. Teachers have been highly pleased with the progress of the program. The guidance counselor keeps data on the students compared to last school year. Teachers are very impressed with the change in behavior with these students.

In September 2022, the East Family Resource purchased two buddy benches to be placed on the playground. Students were told during the SOAR presentation what these benches are to be used for. The benches will encourage students to include others in their playtime.

Action Step 2: In October, Anti-bullying classes were taught to all students P3 - 2nd grade the week of October 18, 2023. A pre and post-test was administered to determine if students understood what bullying is. Of 445 students who attended the Anti-bullying classes, 63% were already familiar with what a bully is. 37% were unsure when given the pre-test. After the class was completed, 100% of the students were able to recognize what a bully is.

Action Step 3: Grief bags were given to 3 students this year for the loss of a loved one. EFRC checks in with these students monthly to make sure they are doing okay.

Priority 2: Readiness

Objective 1

Chronically Out of School

Goal: By May, 2023, the EFRC will work with East Hickman Elementary school to decrease by 1/2 % the number of chronically out of school students compared to the previous school year.

Action Step 1: An "Attendance Pep Rally" was held on August 26. Students were gathered in the gym and the cheerleaders from East Hickman High School presented a lively program about attendance. Students were encouraged to attend daily. Notes were sent home with students to explain to parents why attendance is so important. The students were shown prizes that EFRC would award each semester. The classroom with the best attendance for the month was awarded a class party, such as ice cream, popcorn, etc. Two students each month were chosen to receive a prize for missing 2 or less days. 18 prizes will have been handed out as of May 19, 2023 to students. Grand prize was awarded to two students who missed less than 18 days this school year.

Action Step 2: In August, EFRC director met with the principal and truant officer at East Hickman Elementary school to discuss ways to help improve attendance.

Although the principal has previously agreed to let EFRC sit in on truancy meeting, she decided against that. A flyer that listed all the area resources and ways that the EFRC can help parents was printed and given to the principal to distribute to families in Tier meetings.

Action Step 3: Compared to last year on May 15th, there were 4 more students that were truant this year from last school year. Chronic absenteeism has been up at every school for some reason this school year.

Priority 2: Readiness

Objective 2

Literacy

Goal: By May, 2023, the EFRC will establish a Book Swap at East Hickman Elementary School for Pre-K-2nd grade in hopes of giving each student at least two books to have in their homes and encourage reading at least 20 minutes per day as compared monthly.

Action Step 1: In January, EFRC began working with the librarian and counselor to set up a time for the book swap..

Action Step 2: In January, EFRC sent home fliers to parents telling them about our upcoming Book SWAP. Permission forms were also sent home and students who returned the form were allowed to participate in our program.

Action Step 3: In March, books were collected from individuals and organizations and cleaned for the SWAP. 517 books were donated for the SWAP and 517 books were picked up by students. Every student at EHES received a book and some students came back the next day to request another one. I was unable to target P-K students for reading 20 minutes per day as I was new to the job and had to adjust my time to fit into the work day.

Priority 2: Readiness

Objective 3

Academic, College & Career Supports

Goal: By May 2023, EFRC will serve up to 10 children through our Smart From the Start program and students will show a 95% improvement of knowledge compared to data at the beginning of the school year, at the end of the first semester and at the end of the school year.

Action Step 1: In August, 2022, EFRC handed out flyers at Open Houses, post flyers on the East Hickman Public Library, East Hickman Elementary and Hickman County Health Department. EFRC also posted to their Facebook page encouraging parents to sign their children up for this FREE weekly program. Booth was set up at the Live, Love, Run 5K race and also at the Elementary and Intermediate schools Open Houses.

Action Step 2: Beginning September, 2022 Classes began the first week of September and were offered each Tuesday and Wednesday until the end of April.

At the first class in September, a pre-test was administered to see what type of knowledge students had for colors, shapes, numbers, letters, etc. From the information obtained from the test, I was better able to present my lessons to help strengthen their weaknesses. Six 3 and 4 year old students were tested in September. 3 yr. old students scored 52% of knowledge score on the Brigance test. 4 yr. old students scored 93% knowledge score on the Brigance test.

Action Step 3: In April 2023, Parents were given an evaluation form for the program in order to assess and improve the program for the next school year. Parent feedback will help in making determination of if the program should be more aggressive on the academic side.

Priority 3: Communities

Objective 1:

Student and Family Engagement

Goal: By August 2022, EFRC will achieve 65% participation of students and their parents who will be attending 3rd grade at East Hickman Intermediate School and those students attending 6th grade at East Hickman Middle School. This event will connect teachers, counselors and EFRC staff with students and parents giving them open opportunity for communication in the future. Survey of orientation will be given to students/parents to determine if the Power Point presentation, Q&A session and overview of school rules and other information was sufficient for their family. The outcome of this survey will help make improvements to the content offered the next school year.

9th grade orientation will be offered at East Hickman High School and will provide ambassadors for Freshmen to help build better communication between freshmen and upper classmen. We hope to have served 10% of the freshmen with this program by the end of the school year. A brief survey will be given to students who participate in this program at the end of each quarter.

Action Step 1: The week of July 20, 2022 an all call was made to students who would be entering 3rd, 6th and 9th grades inviting them to orientations.

Action Step 2: On July 28, East Hickman Intermediate held their 3rd grade orientation at 5:30. EFRC had a table set up for sign in and door prizes. 79 of 122 3rd graders attended this orientation with 87 guest. 64.75% of 3rd grade students attended. 576 flyers with information about current concerns were handed out to parents.

On July 28, 2022 East Hickman Middle School held their 6th grade orientation at 6:30. EFRC set up a table for sign in and door prizes. 76 of 115 6th graders attended along with 204 guest. 66.08% of 6th graders attended. 608 flyers with information about current concerns were handed out to parents.

On July 30, 2022 East Hickman High School held their 9th grade orientation. EFRC set up sign in tables and awarded door prizes. 86 of 97 9th graders attended this orientation with 220 guest. 88.65% of 9th graders attended this event. 688 flyers with information about current concerns were given to parents. In total there were 241 students with 422 guest who attended these events. This is 72.15% of students in attendance. This is an increase over last year's 64.16% attendance.

Student ambassadors, wearing bright green t-shirts and arm bands, were introduced to the 9th grade incoming class. These ambassadors helped students find their lockers, classrooms and answered any questions 9th graders may have. EFRC tried to meet monthly with ambassadors but was unsuccessful after the first two months.

Action Step 3: Surveys were given to all parents in attendance to give us feedback to determine if the orientations were helpful to both students and parents. These surveys will be used to improve orientations. Surveys were also give to student ambassadors.

Priority 3: Communities

Objective 3:

Community Partnerships

Goal: By October 2022, the EFRC will serve 100% of teachers in grades K-5th at East Hickman Elementary and East Hickman Intermediate with Adopt A Class sponsors. Community leaders and civic organizations will be active in the classroom, along with teachers, encouraging student to be the best they can be and to show students that their local community leaders are supportive and willing to help them succeed. Sponsors will encourage good attendance and academics. Sponsors will visit their adopted classroom each month or at least four times per year.

Action Step 1: In August, EFRC contacted local East Hickman businesses, civic organizations and individuals about the Adopt-A-Class program. All classes in grades Pre-K - 5th grade have a sponsor that has agreed to present programs to their class at least four times this school year.

Action Step 2: On August 28, 2022 an Adopt-A-Class reception was held for East Hickman Elementary School classes. Sponsors were greeted by their class representative and presented a certificate of adoption and then escorted to their classroom to meet everyone. In all there are 22 classroom with 22 sponsors at this school.

On September 9, 2022, an Adopt-A-Class reception was held for East Hickman Intermediate School classes. Sponsors were greeted by their class representatives and presented a certificate of adoption and then escorted to their classrooms to meet everyone. In all there are 19 classrooms with 19 sponsors.

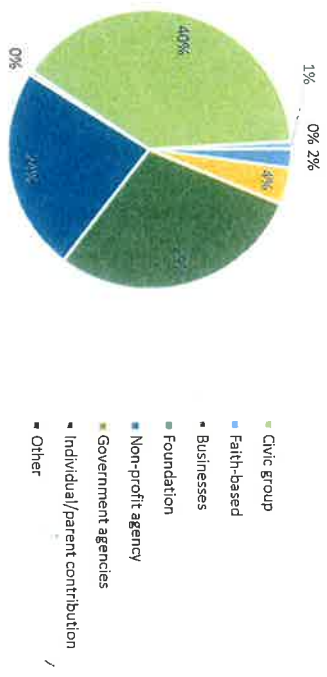
Action Step 3: In December, surveys and/or phone calls were made to sponsors and teachers to see how the program was progressing.

Surveys were once again sent the first week of May to teachers and sponsors. This survey will determine if sponsors wish to move to a different classroom next year and if the teacher wishes to have a new sponsor.

Date	Donor Name	Contact Name	Source of In-Kind	Item or Service Donated	Quantity	Fair Market Value (each)	Total
8/11/2022	Second Harvest Food Pantry		Non-profit agency	Food items	1	\$30,100.00	\$30,100.00
4/9/2023	Pam		Individual/parent contribution	Clothing	150	\$10.00	\$1,500.00
2/23/2023	Pam		Individual/parent contribution	Books	457	\$10.00	\$4,570.00
3/5/2023	East Hickman Public Library		Government agencies	Books	60	\$10.00	\$600.00
3/5/2023	Rita		Individual/parent contribution	Food items	550	\$2.00	\$1,100.00
12/12/2022	United Way		Foundation	Other	1	\$39,525.00	\$39,525.00
12/10/2022	Operation Santa Clause		Individual/parent contribution	Christmas/holiday items	1	\$41,075.00	\$41,075.00
11/24/2022	Turkey Trot		Individual/parent contribution	Christmas/holiday items	1	\$50.00	\$50.00
12/10/2022	Santa's Helpers		Individual/parent contribution	Volunteer hours.	95	\$29.95	\$2,845.25
12/10/2022	Operation Santa Helpers		Individual/parent contribution	Volunteer hours	14	\$29.95	\$419.30
12/10/2022	Elves		Individual/parent contribution	Volunteer hours	36	\$29.95	\$1,078.20
12/14/2022	Santa's Elves		Individual/parent contribution	Volunteer hours	18	\$29.95	\$539.10
9/9/2022	Volunteers		Businesses	Volunteer hours	192	\$29.95	\$5,750.40
10/4/2022	PSB		Individual/parent contribution	Volunteer hours	7	\$29.95	\$209.65
2/8/2023	JROTC		Other	Volunteer hours	4	\$29.95	\$119.80
12/13/2022	Wrapping party		Individual/parent contribution	Volunteer hours	15	\$29.95	\$449.25
8/22/2022	Ambassador		Other	Volunteer hours	10	\$29.95	\$299.50
7/27/2022	Orientation		Other	Volunteer hours	4	\$29.95	\$119.80
8/11/2022	FF		Non-profit agency	Volunteer hours	70	\$29.95	\$2,096.50
3/20/2022	Book swap		Other	Volunteer hours	21	\$29.95	\$628.95
5/5/2023	New Beginning Misyary Baptist Church		Faith-based	Food items	1	\$3,000.00	\$3,000.00

Source of In-kind	Total
Civic group	\$0.00
Faith-based	\$3,000.00
Businesses	\$5,750.40
Foundation	\$39,525.00
Non-profit agency	\$32,196.50
Government agencies	\$600.00
Individual/parent contribution	\$53,835.75
Other	\$1,168.05
TOTAL	\$136,075.70

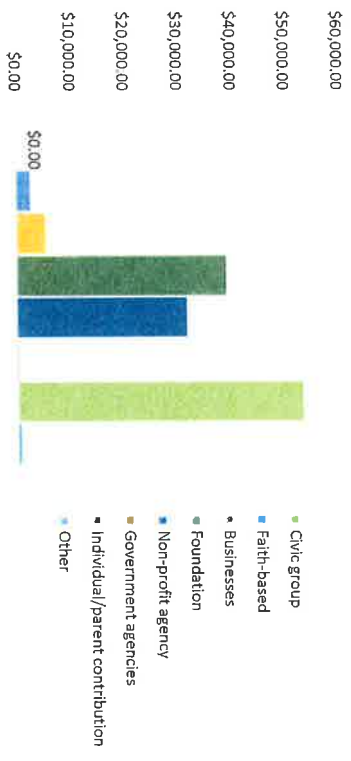
Sources of In-Kind



Sources of In-Kind



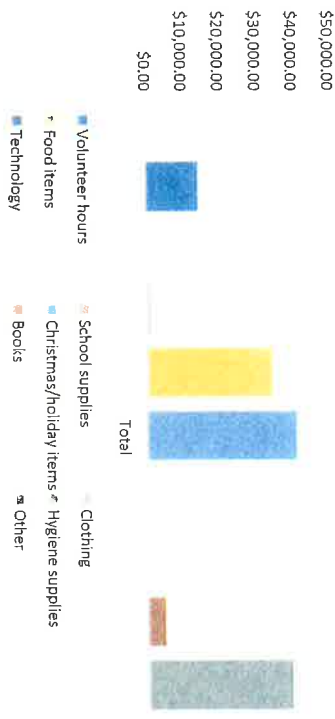
Sources of In-Kind



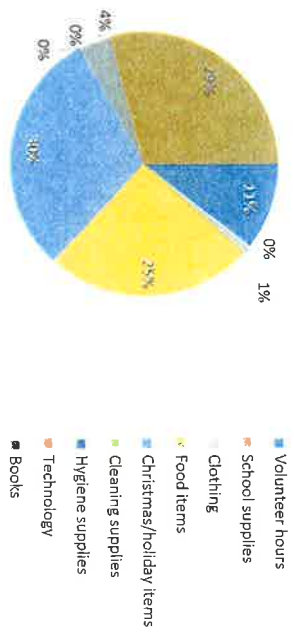
Item or Service Donated	Total
Volunteer hours	\$14,555.70
School supplies	\$0.00
Clothing	\$1,500.00
Food items	\$34,200.00
Christmas/holiday items	\$41,125.00
Cleaning supplies	\$0.00
Hygiene supplies	\$0.00
Technology	\$0.00
Books	\$5,170.00
Other	\$39,525.00
Household items	\$0.00

TOTAL #NAME?

Types of Items or Services Donated



Types of Items or Services Donated



2022-23 Family Resource Center Annual Performance Report

Section 1: Demographics

District Information

1. District	Hickman County
2. Region	South Central
3. FRC director name	Amanda Adcox
4. Years served as the FRC director	1
5. Telephone	931-670-6617
6. Email	amanda.adcox@hickmank12.org
7. FRC site street address	5191 Hwy 100
8. City, State, Zip	Lyles, Tn 37098
9. Director of schools name	Michelle Gilbert
10. Director of schools email	michelle.gilbert@hickmank12.org
11. Total average daily student enrollment as of May 1, 2023	1628
12. FRC website address	Hickmank12.org

Section 1: Demographics - Continued

FRC Social Media Accounts

If applicable, for each social media account below, please list your FRC's username/handle, or a link to the account. (Please do not include personal accounts or district-level accounts).

13. Facebook	East Hickman Family Resource
14. Instagram	NA
15. Twitter	NA
16. YouTube	NA
17. Other	NA

Section 1: Demographics - Continued

Number of Schools

Please indicate the total number of schools your FRC serves.

18. Total number of elementary schools that your FRC serves	2
19. Total number of middle schools that your FRC serves	1
20. Total number of high schools that your FRC serves	1

Section 2: Organization, Monitoring, Sustainability

For this section, please select the response that is most appropriate in depicting your current role.

FRC Director Position

21. As the Family Resource Center director, select the work schedule allocated for this position.	10-month work schedule
22. Does the district employ a full-time FRC director?	Yes
23. If you answered no to prior question, what percentage of the time does the FRC director devote to FRC activities?	
24. What other job title/roles does the FRC director have?	

Section 2: Organization, Monitoring, Sustainability - Continued

Matching Funds

For the following questions, please indicate the amount of matching funds received from the following sources.

25. Total amount of funds matched by district	20388.35
26. Percentage matched by the district that is monetary	66
27. Percentage matched by the district that is non-monetary (e.g., office space, phone, printing services, etc.)	34
28. Amount of funds matched by district for only the FRC staff position	20388.35

Section 2: Organization, Monitoring, Sustainability - Continued

FRC Site Information

29. Which groups does your FRC serve?	["Elementary (PreK-5)", "Middle (6-8)", "High (9-12)", "Non-school aged children", "Family members"]
30. Where is your FRC site located?	School campus

Section 3: Referrals, Services, and Activities

31. What is the total number of students your FRC served (unduplicated served)?	607
32. What is the total number of families your FRC served (unduplicated served)?	366

Referrals

For the following questions, please select if your FRC made referrals to any outside agencies/partners for each of the following services. If yes, please indicate the number of referrals your FRC made for that service.

33. Did your FRC make referrals for adult education ?	No
34. Number of referrals made for adult education	
35. Did your FRC make referrals for basic necessities (e.g., hygiene items, laundry, shoes, bedding, diapers)?	No
36. Number of referrals made for basic necessities	
37. Did your FRC make referrals for clothing ?	Yes
38. Number of referrals made for clothing	3
39. Did your FRC make referrals for employment/job readiness ?	No
40. Number of referrals made for employment/job readiness	
41. Did your FRC make referrals for Families First/SNAP ?	No
42. Number of referrals made for Families First/SNAP	
43. Did your FRC make referrals to a food pantry ?	No
44. Number of referrals made to a food pantry	
45. Did your FRC make referrals for healthcare (e.g., dental, vision, physical health)?	No
46. Number of referrals made for healthcare	
47. Did your FRC make referrals for holiday assistance ?	Yes
48. Number of referrals made for holiday assistance	4
49. Did your FRC make referrals for housing assistance ?	No
50. Number of referrals made for housing assistance	
51. Did your FRC make referrals for in-home services (e.g., SOCAT)?	No
52. Number of referrals made for in-home services	
53. Did your FRC make referrals for mental health services ?	Yes
54. Number of referrals made for mental health services	1

55. Did your FRC make referrals for parenting education/skills ?	No
56. Number of referrals made for parenting education/skills	
57. Did your FRC make referrals for rent/utility/transportation assistance ?	Yes
58. Number of referrals made for rent/utility/transportation assistance	2
59. Did your FRC make referrals for school supplies ?	No
60. Number of referrals made for school supplies	
61. Did your FRC make referrals for substance abuse services ?	No
62. Number of referrals made for substance abuse services	
63. Did your FRC make referrals for teen parenting support ?	No
64. Number of referrals made for teen parenting support	

Section 3: Referrals, Services, and Activities - Continued

Direct Services/Activities

For the following questions, please select if your district provided the following direct services/activities. If yes, indicate the number of direct services/activities your FRC provided. Direct service is defined as the FRC providing a direct support to those whom they serve.

65. Did your FRC provide direct services/activities for adult education ?	No
66. Number of direct services/activities made for adult education	
67. Did your FRC provide direct services/activities for basic necessities (e.g., hygiene items, laundry, shoes, bedding, diapers)?	Yes
68. Number of direct services/activities provided for basic necessities	184
69. Did your FRC provide direct services/activities related to case management ?	No
70. Number of direct services/activities provided for case management	
71. Did your FRC provide direct services/activities related to chronically out of school (e.g., truancy board, juvenile court, attendance programs)?	Yes

72. Number of direct services/activities provided for chronically out of school	31
73. Did your FRC provide direct services/activities related to clothing ?	Yes
74. Number of direct services/activities provided for clothing	3
75. Did your FRC provide direct services/activities related to family literacy ?	Yes
76. Number of direct services/activities provided for family literacy	536
77. Did your FRC provide direct services/activities related to food (e.g., mobile food pantry/giveaways)?	Yes
78. Number of direct services/activities provided for food	50
79. Did your FRC provide direct services/activities related to healthcare ?	No
80. Number of direct services/activities provided for healthcare	
81. Did your FRC provide direct services/activities related to holiday assistance ?	Yes
82. Number of direct services/activities provided for holiday assistance	280
83. Did your FRC provide direct services/activities related to home visits ?	No
84. Number of direct services/activities provided for home visits	
85. Did your FRC provide direct services/activities related to housing assistance ?	No
86. Number of direct services/activities provided for housing assistance	
87. Did your FRC provide direct services/activities related to mental health services ?	No
88. Number of direct services/activities provided for mental health services	
89. Did your FRC provide direct services/activities related to parenting education/skills ?	No
90. Number of direct services/activities provided for parenting education/skills	
91. Did your FRC provide direct services/activities related to Pre-K in a Bag/preschool services ?	Yes
92. Number of direct services/activities provided for Pre-K in a Bag/preschool services	576

93. Did your FRC provide direct services/activities related to rent/utility/transportation assistance ?	No
94. Number of direct services/activities provided for rent/utility/transportation assistance	
95. Did your FRC provide direct services/activities related to school supplies ?	Yes
96. Number of direct services/activities provided for school supplies	308
97. Did your FRC provide direct services/activities related to teen parenting support ?	No
98. Number of direct services/activities provided for teen parenting support	
99. Did your FRC provide direct services/activities related to tutoring/mentoring ?	No
100. Number of direct services/activities provided for tutoring/mentoring	
101. Did your FRC provide direct services/activities related to weekend food backpack program ?	["Bloodborn pathogens, Bullying, HIV/Aids, Hazing, Human Trafficking, Homelessness, Nutrican Basic, Child Abuse, Hazardous Communication, Slip, Trips, and Falls, and Youth Suicide Awareness", "Adverse Childhood Experiences (ACES)/Trauma Informed Schools (TIS)/trauma", "Mental health/Youth Mental Health First Aid (YMHFA)/suicide prevention", "Poverty education/poverty simulation", "Principal/administrator meetings", "Safety/safe schools/emergency preparedness/threat assessment"]
102. Number of direct services/activities provided for weekend food backpack program	6624

Section 4: Professional Development

Please select the professional development opportunities the FRC director(s) participated in and/or provided for district faculty and staff during the 2022-23 school year.

103. Please select the professional development opportunities/trainings the FRC Director participated in during the 2022-23 school year.	["Bloodborn pathogens, Bullying, HIV/Aids, Hazing, Human Trafficking, Homelessness, Nutrican Basic, Child Abuse, Hazardous Communication, Slip, Trips, and Falls, and Youth Suicide Awareness", "Adverse Childhood Experiences (ACES)/Trauma Informed Schools
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	(TIS)/trauma", "Mental health/Youth Mental Health First Aid (YMHFA)/suicide prevention", "Poverty education/poverty simulation", "Principal/administrator meetings", "Safety/safe schools/emergency preparedness/threat assessment"]
104. Did your FRC provide any professional development opportunities/trainings for faculty/staff this school year?	No
105. Please select the professional development opportunities/trainings the FRC Director provided during the 2022-23 school year.	

Section 5: Partnerships/Collaborations

Please indicate the number of groups/agencies with whom you partnered on your FRC initiatives this year for each of the following groups.

106. Businesses (corporation, small business)	16
107. Civic groups (e.g. Lion's Club, 4-H, Kiwanis, PTA/PTA, Rotary, etc.)	126
108. Faith-based	5
109. Foundations	1
110. Government agencies (city, county, state, federal)	6
111. Non-profit agencies	2

Section 6: Grants/Funding and In-Kind

Grants/Funding

Please indicate the total amount of grants/funding you received from each of the following sources.

112. Civic group	2615.5
113. Faith-based	850
114. Businesses	0
115. Foundation	2250
116. Non-profit agencies	0
117. Government agencies (do not include funds received from the TDOE)	0
118. Individual/parent contributions	1072.5

Section 6: Grants/Funding and In-Kind – Continued

In-Kind

Please indicate the total amount of in-kind you received from each of the following sources.

In-kind definition: Services, material, equipment, or labor committed or received at a conservative value that would otherwise be paid from the FRC budget. In-kind contributions are donations of goods, services, or time - instead of cash. In other words, in-kind contributions are goods wholesale value or services provided instead of cash for one of your project budget line-items. The current estimated national value of each volunteer hour is \$29.95.

119. Civic group	1767.05
120. Faith-based	3000
121. Businesses	5750.4
122. Foundation	0
123. Non-profit	32196.5
124. Government agencies (do not include in-kind from TDOE)	600
125. Individual/parent contributions	53835.75

Section 7: Best Practices

126. Please select from the following FRC director best practices and indicate the ones you participated in this school year.	["FRC provided an annual report to administrators/school staff.", "FRC presented an annual report to the school board at one or more school board meetings this year. ", "FRC presented an annual report to the FRC advisory council.", "FRC director used FRC marketing, media, and other communication efforts to support and expand FRC initiatives. ", "FRC director monitored goals and action plan during the school year. "]
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Section 8: Advisory Council

Please indicate the number of people on your FRC advisory council from each of the following groups.

127. Business representatives	1
128. Civic organizations	0
129. Community agencies	1
130. Director of schools	0
131. District supervisors	3
132. Faith-based organizations	0
133. Government officials	0
134. Parent/family members	2
135. School administrators	0
136. School board members	0
137. School staff	5
138. Students	0



2023 Summer Learning Plan

- Grades K-rising 9: Summer Learning Camp
- Locations: CIS, EHIS, HCMS, EHMS
- Dates: June 5-June 29, 2023 (Monday-Thursday)
- Time: 8:00 a.m.-3:00 p.m. daily
- Student Supports: Transportation Provided (14 bus routes daily)
- School Nutrition (breakfast, lunch, and snacks provided daily)
- Staffing: 4 site directors, 37 teachers, 10 educational assistants, 14 school nutrition staff, 14 bus drivers, 2 nurses, 4 SROs
- Instructional Offering: English Language Arts, Math, Intervention, STEM
- Projected Enrollment: approximately 500
- Grades 9-12: Summer School and Credit Recovery
- Locations: EHHS, HCHS
- Dates: June 1-June 30
- Time: 8:00 a.m.-3:00 p.m. daily
- Staffing: 3 teachers
- Instructional Offering: Credit Recovery through Edmentum, Math, English



Hickman County Schools Board Agenda Item Request

Date: 27-Apr-23

Name of School: Hickman County High School

Item Requested: Event Request - Raider Meet

Explanation: HCHS JROTC request permission to host a Raider Meet

on 02 SEP 2023 at Hickman County High School in accordance with Cadet Command Regulation

145-2. The event will begin at 0700hrs (7:00 am) and will conclude by 1700hrs (5:00 pm).

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Samy Scott McKey

Signature of Building Principal

R. A.



2023-2024
Hickman County Board of Education Meeting Dates

July 10, 2023

August 7, 2023

September 19, 2023 Work Session

October 2, 2023

November 6, 2023

December 4, 2023

January 8, 2024

February 5, 2024

March 4, 2024

April 1, 2024

May 6, 2024

June 3, 2024

Hickman County Board of Education
Annual Agenda 2023-2024

July 2023

Work Session	Board Meeting
Board Policy Review	Student Discipline Hearing Authority Designation
	Approval of School Fees
	Board Policy Review
	Bullying and Harassment Report to Board

August 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review

September 2023

Work Session	Board Meeting
Strategic Plan and Goals	

October 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Election of Officers of the Board
	Compliance Report
	Textbook Certification
	Approval of School Calendar
	Honor Retirees

November 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Approval of Supplement Splitting

December 2023

Work Session	Board Meeting
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January 2024

Work Session	Board Meeting
Set Date(s) for Board Retreat	Board Policy Review
Board Policy Review	

February 2024

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2024-2025 Budget Discussion	2022-2023 Budget Calendar

March 2024

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2024-2025 Budget Discussion	Set Attendance Zones

April 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review

2024-2025 Budget Discussion	Textbook Adoption Approval
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May 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Tuition Rate Approval for Out of County Students
	Teacher Tenure
2024-2025 Budget	2024-2025 Budget (141, 142, 143)
	Authorize Superintendent to Submit Grants, Applications, Reports, Amendments, and Addenda
	Recognize Teachers of the Year

June 2024

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Personnel Decisions and Placement
Annual Agenda	Annual Agenda
Meeting Schedule 2024-2025	Adopt Board Meeting Schedule 2024-2025
	Annual Budget 2024-2025 (if needed)
	Grant Executive Committee authority to close out fiscal year
	Recognize Employee of the Year and Friend of Education



Recommendations for Tenure

June 2023

(Required: Names Read Aloud and Voted upon by Board of Education)

Elizabeth Odom

Ashley Wenner

Rachel Smith

Brandy Mayberry

Sandie Luna

Sarah Booker

Dereck Hale

Sandra Pape

Chenille Bonin

Suzanne Lewis*

Justin Warren

Approved:

Michelle Driver

Director of Schools

*tenure reinstated after two years of employment due to previous tenure in the system

Hickman County Board of Education
Budget Amendment 34
Fund 141 - General Purpose
June 5, 2023

Account	Description	Debit	Credit	Justification
73400 - 499 -	Other Supplies & Materials	\$ 162.25		To Cover PreK expenditures
73400 - 204 -	State Retirement	1,500.00		
73400 - 449 -	Textbook/Curriculum		1,500.00	
73400 - 429 -	Instructional Supplies		162.25	
	TOTALS	\$ 1,662.25	\$ 1,662.25	

Approved:

Attest:

Tim Hobbs

Michelle Gilbert

Hickman County Board of Education
 Budget Amendment 35
 Fund 142 - Federal Programs
 June 5, 2023

Account	Description	Debit	Credit	Justification	
76100 - 707 - - 932	Building Improvements	\$ 250,000.00		To align ESSER 2 with ePlan adjustments to expend funds	
71100 - 722 - - 932	Regular Instruction Equipment	6,435.00			
72610 - 328 - - 932	Janitorial Services	34,510.00			
71100 - 429 - - 932	Instructional Supplies & Materials		\$ 4,861.00		
71100 - 449 - - 932	Textbooks - Bound		250,000.00		
76100 - 321 - - 932	Engineering Services		36,084.00		
71100 - 471 - - 933	Software	655,962.67			To align ESSER 3 with ePlan adjustments
71100 - 722 - - 933	Regular Instruction Equipment	290,000.00			
71150 - 201 - - 933	Social Security	3,600.00			
72210 - 524 - - 933	In-service	6,000.00			
76100 - 706 - - 933	Building Construction	509,009.06			
72610 - 720 - - 933	Plant Operation Equipment	522,548.17			
71100 - 429 - - 933	Instructional Supplies & Materials		49,600.00		
71100 - 449 - - 933	Textbooks		305,962.67		
76100 - 321 - - 933	Engineering Services		300,000.00		
76100 - 707 - - 933	Building Improvements		1,331,557.23		
	TOTALS	\$ 2,278,064.90	\$ 2,278,064.90		

Approved:

Attest:

Tim Hobbs

Michelle Gilbert

Hickman County Board of Education

Budget Amendment 36

Fund 141 - General Purpose

June 5, 2023

Account	Description	Debit	Credit	Justification
46590 - SLC	Revenue	\$ 326,066.25		
46590 - LCT	Revenue	59,139.47		
71100 - 116 - SLC	Teachers		183,600.00	
71100 - 163 - SLC	Educational Assistants		24,000.00	
71100 - 201 - SLC	Social Security		12,871.20	
71100 - 204 - SLC	State Retirement		19,365.60	
71100 - 212 - SLC	Medicare		3,010.20	
71100 - 429 - SLC	Instructional Supplies		21,535.10	
71100 - 599 - SLC	Other Charges		2,500.00	
72130 - 189 - SLC	Other Salaries & Wages		6,000.00	
72130 - 201 - SLC	Social Security		372.00	
72130 - 204 - SLC	State Retirement		710.40	
72130 - 212 - SLC	Medicare		87.00	
72130 - 399 - SLC	Other Contracted Services		15,360.00	
72210 - 189 - SLC	Other Salaries & Wages		1,600.00	Summer Learning Camp Budget
72210 - 201 - SLC	Social Security		99.20	
72210 - 204 - SLC	State Retirement		164.80	
72210 - 212 - SLC	Medicare		23.20	
73100 - 165 - SLC	Cafeteria Personnel		16,800.00	
73100 - 201 - SLC	Social Security		1,041.60	
73100 - 204 - SLC	State Retirement		1,989.12	
73100 - 212 - SLC	Medicare		243.60	
73100 - 422 - SLC	Food Supplies		14,693.23	
72710 - 146 - LCT	Bus Drivers		28,000.00	
72710 - 189 - LCT	Other Salaries & Wages		4,000.00	
72710 - 201 - LCT	Social Security		1,984.00	
72710 - 204 - LCT	State Retirement		3,788.80	
72710 - 212 - LCT	Medicare		466.90	
72710 - 412 - LCT	Diesel Fuel		19,855.41	
72710 - 599 - LCT	Other Charges		1,044.36	
	TOTALS	\$ 385,205.72	\$ 385,205.72	

Approved:

Attest:

Tim Hobbs

Michelle Gilbert

Resolution 23-01

Assignment Authority
GASB 54

BE IT RESOLVED by the Board of Education of Hickman County, Tennessee, assembled in regular session this 5th day of June, 2023, that the Director of Schools shall have the authority to establish the amounts of funds that will be ASSIGNED for specific purposes for the fiscal year ended June 30, 2023.

Upon approval, this resolution will be placed in the minutes of the Board of Education. The resolution must be passed each fiscal year.

Action: _____ Aye _____ Nay _____ Absent

Adopted:

Attest:

Closing out 2022-2023 Financial Books

The Executive Committee, with guidance from our State Financial Consultant, Business Officer, and Finance Office Director and Assistant Director close out the financial books, including budget amendments. All members will be provided with a report at the next board meeting.

Motion will be needed to grant the Executive Committee such authority.

Sample Motion

I authorize the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2022-2023 school year and for the rising 2023-2024 school year on behalf of the Hickman County School System.

Hickman County Finance
FY 2024 - Consolidated Budget (Federal)
Placeholder Amounts

Fund :	142	Sub Fund :	010 Consolidated Admin	
Acct #		Acct Description		Budget Amount
47141		Title 1 Grants To Local Educ Agencies		\$ 167,000.00
72210		Regular Instruction Program		
105		Supervisor/Director		(82,535.00)
161		Secretary(s)		(34,500.00)
201		Social Security		(8,700.00)
204		State Retirement		(3,300.00)
207		Medical Insurance		(12,000.00)
336		Maintenance And Repair Services-Equipment		(3,000.00)
355		Travel		(3,000.00)
499		Other Supplies And Materials		(5,000.00)
524		Inservice		(2,000.00)
790		Other Equipment		(12,965.00)
Total	72210	Regular Instruction Program		\$ (167,000.00)
Total For Fund:	142	010 Consolidated Admin		0.00

Fund :	142	Sub Fund :	101 Title I	
Acct #		Acct Description		Budget Amount
47141		Title 1 Grants To Local Educ Agencies		\$ 914,625.30
71100		Regular Instruction Program		
189		Other Salaries & Wages		(535,750.00)
198		Non-Certified Substitute Teachers		(11,000.00)
201		Social Security		(51,828.75)
204		State Retirement		(59,175.00)
207		Medical Insurance		(73,548.00)
429		Instructional Supplies And Materials		(99,586.47)
722		Regular Instruction Equipment		(39,399.83)
Total	71100	Regular Instruction Program		\$ (870,288.05)
72130		Other Student Support		
307		Communication		(500.00)
499		Other Supplies And Materials		(9,896.25)
599		Other Charges		(4,500.00)
Total	72130	Other Student Support		\$ (14,896.25)
72210		Regular Instruction Program		
336		Maintenance And Repair Services-Equipment		(7,500.00)
524		Inservice		(8,941.00)
Total	72210	Regular Instruction Program		\$ (16,441.00)
72710		Transportation		
599		Other Charges		(3,000.00)
Total	72710	Transportation		\$ (3,000.00)
Total	70000			\$ (904,625.30)
99100		Transfers Out		
504		Indirect Cost		(10,000.00)
Total For Fund:	142	101 Title I		0.00

Hickman County Finance
FY 2024 - Consolidated Budget (Federal)
Placeholder Amounts

Fund :	142	Sub Fund :	201 Title II	
Acct #		Acct Description		Budget Amount
47189		Eisenhower Prof Development State Grants		\$ 153,379.87
72210		Regular Instruction Program		
189		Other Salaries & Wages		(106,100.00)
201		Social Security		(8,170.28)
204		State Retirement		(6,009.96)
207		Medical Insurance		(14,859.00)
212		Employer Medicare		(1,840.63)
355		Travel		(1,400.00)
499		Other Supplies And Materials		(1,000.00)
524		Inservice		(11,000.00)
599		Other Charges		(3,000.00)
Total	72210	Regular Instruction Program		\$ (153,379.87)
Total For Fund:		142	201 Title II	0.00

Fund :	142	Sub Fund :	401 Title IV	
Acct #		Acct Description		Budget Amount
47146		English Language Acquisition Grants		\$ 77,891.35
72210		Regular Instruction Program		
138		Instructional Computer Personnel		(3,750.00)
189		Other Salaries & Wages		(16,000.00)
196		In-Service Training		(3,500.00)
201		Social Security		(2,045.00)
204		State Retirement		(2,649.25)
499		Other Supplies And Materials		(23,500.00)
524		Inservice		(26,447.10)
Total	72210	Regular Instruction Program		\$ (77,891.35)
Total For Fund:		142	401 Title IV	0.00

Hickman County Finance
FY 2024 - Consolidated Budget (Federal)
Placeholder Amounts

Fund :		142		Sub Fund :		601 Title V	
Acct #	Acct Description			Budget Amount			
47148	Rural Education			\$	98,246.99		
71100	Regular Instruction Program						
189	Other Salaries & Wages				(10,000.00)		
198	Substitute Teachers				(5,000.00)		
201	Social Security				(3,506.00)		
204	State Retirement				(2,582.42)		
429	Instructional Supplies And Materials				(9,365.99)		
722	Regular Instruction Equipment				(1,000.00)		
Total	71100	Regular Instruction Program		\$	(31,454.41)		
72130	Other Student Support						
307	Communication				(4,500.00)		
499	Other Supplies And Materials				(15,650.00)		
Total	72130	Other Student Support		\$	(20,150.00)		
72210	Regular Instruction Program						
189	Other Salaries & Wages				(30,500.00)		
201	Social Security				(2,333.25)		
204	State Retirement				(3,553.55)		
499	Other Supplies & Materials				(3,500.00)		
524	Inservice				(6,500.00)		
Total	72210	Regular Instruction Program		\$	(46,386.80)		
Total	70000			\$	(97,991.21)		
99100	Transfers Out						
504	Indirect Cost				(255.78)		
Total	99100	Transfers Out		\$	(255.78)		
Total For Fund:		142	601 Title V		0.00		

Hickman County Finance
FY 2024 - Consolidated Budget (Federal)
Placeholder Amounts

Fund :	142	Sub Fund :	901 IDEA Part B	
Acct #		Acct Description		Budget Amount
47143		Special Education - Grants To States		\$ 871,144.00
71200		Special Education Program		
163		Educational Assistants		(375,000.00)
189		Other Salaries & Wages		(5,000.00)
198		Non-Certified Substitute Teachers		(23,000.00)
201		Social Security		(27,850.39)
204		State Retirement		(51,957.36)
207		Medical Insurance		(65,800.00)
212		Employer Medicare		(6,342.03)
399		Other Contracted Services		(0.01)
429		Instructional Supplies And Materials		(0.01)
725		Special Education Equipment		(0.10)
Total	71200	Special Education Program		\$ (554,949.90)
72220		Special Education Program		
105		Supervisor/Director		(6,950.00)
124		Phsyncological Personnel		(123,020.20)
131		Medical Personnel		(60,188.00)
161		Secretary(s)		(48,567.00)
201		Social Security		(15,608.81)
204		State Retirement		(25,709.31)
207		Medical Insurance		(25,000.00)
212		Employer Medicare		(3,650.45)
348		Postal Charges		(0.01)
355		Travel		(0.01)
399		Other Contracted Services		(0.10)
499		Other Supplies And Materials		(0.10)
790		Other Equipment		(0.10)
Total	72220	Special Education Program		\$ (308,694.09)
72710		Transportations		
313		Contracts with Parents		(0.01)
Total	72710	Transportations		\$ (0.01)
Total	70000			\$ (863,644.00)
99000		Other Uses		
99100		Transfers Out		
504		Indirect Cost		(7,500.00)
Total	99100	Transfers Out		\$ (7,500.00)
Total For Fund:	142	901 IDEA Part B		0.00

Hickman County Finance
FY 2024 - Consolidated Budget (Federal)
Placeholder Amounts

Fund :	142	Sub Fund :	911 IDEA Preschool	
Acct #		Acct Description		Budget Amount
47145		Special Education Preschool Grants		\$ 27,230.00
71200		Special Education Program		
163		Educational Assistants		(14,618.00)
189		Other Salaries & Wages		(1,000.00)
201		Social Security		(970.00)
204		State Retirement		(1,725.00)
207		Medical Insurance		(2,000.00)
212		Employer Medicare		(227.00)
499		Other Supplies And Materials		(1,041.62)
725		Special Education Equipment		(798.91)
Total	71200	Special Education Program		\$ (22,380.53)
72220		Special Education Program		
399		Other Contracted Services		(4,387.96)
Total	72220	Special Education Program		\$ (4,387.96)
Total	70000			\$ (26,768.49)
99000		Other Uses		
99100		Transfers Out		
504		Indirect Cost		(461.51)
Total	99100	Transfers Out		\$ (461.51)
Total For Fund:	142	911 IDEA Preschool		0.00

Hickman County Finance
FY 2024 -Project AWARE (Federal)
Placeholder Amounts

Fund : 142		Sub Fund : 964 Project AWARE	
Acct #	Acct Description		Budget Amount
44170	Miscellaneous Refunds		\$ 285,000.00
72130	Other Student Support		
105	Supervisor/Director		(65,000.00)
189	Other Salaries & Wages		(125,000.00)
198	Non-Certified Substitute Teachers		(2,100.00)
201	Social Security		(14,535.00)
204	State Retirement		(17,674.67)
207	Medical Insurance		(15,600.00)
212	Employer Medicare		0.00
307	Communication		(2,100.00)
355	Travel		(6,000.00)
399	Other Contracted Services		(16,000.00)
435	Office Supplies		(4,000.00)
499	Other Supplies And Materials		(3,610.00)
524	Inservice		(3,000.00)
599	Other Charges		(10,380.33)
Total	72130	Other Student Support	\$ (285,000.00)
Total For Fund:		142	0.00

Hickman County Finance
FY 2024 - CTE Perkins Basic (Federal)
Placeholder Amounts

Fund :		142		Sub Fund :		801 CTE Perkins Basic	
Acct #	Acct Description			Budget Amount			
47131	Vocational Educ - Basic Grants To States			\$ 65,196.32			
71300	Career and Technical Education Program						
163	Educational Assistants			(17,100.00)			
201	Social Security			(1,400.00)			
204	State Retirement			(2,550.00)			
207	Medical Insurance			(1,800.00)			
210	Unemployment Compensation			(100.00)			
499	Other Supplies And Materials			(4,000.00)			
730	Vocational Instruction Equipment			(10,696.32)			
Total	71300	Career and Technical		\$ (37,646.32)			
72130	Other Student Support						
524	PD	IN-Service		(6,000.00)			
599		Other Charges		(6,000.00)			
355	C	Travel		(13,000.00)			
Total	72130	Other Student Support		\$ (25,000.00)			
72230	Career and Technical Education Program						
162		Clerical Personnel		(1,900.00)			
201		Social Security		(150.00)			
204		State Retirement		(300.00)			
207		Medical Insurance		(200.00)			
Total	72230	Career and Technical		(2,550.00)			
Total	70000	Career and Technical		(65,196.32)			
Total For Fund:		142	801 CTE Perkins Basic			0.00	

Hickman County (410)
2023-2024 Differentiated Pay Plan

Differentiated Element	Description	Compensation Type and Size	Reach	Estimated Cost	Estimated Salary Expenditures
	<p>Describe how the district will differentiate for this element. Include the eligibility criteria for receiving the award (such as minimum attendance or evaluation score).</p>	<p>Will the compensation be given as a bonus or a base pay increase? How much will qualifying teachers receive?</p>	<p>Eligibility: How many teachers are eligible for this type of compensation? Forecasted participation: How many teachers do you estimate will receive the award?</p>	<p>How much does the district estimate it will pay out for this differentiated pay element?</p>	<p>What percentage of salary expenditures (excluding benefit costs) does this element cover?</p>
<p>Hard-to-Staff (School, Subject, or Placement)</p>	<p>The district will offer a signing and/or retention bonus for hard to fill positions. For the 2023-2024 school year, signing/retention bonuses will be offered in the following areas: K-12 Special Education and special education comprehensive classes, Secondary Math, secondary English, Secondary Science, K-12 School Counselors, K-12</p>	<p>The compensation will be given as a bonus. It will be paid as follows: one half on or about 1 October 2023 and one half on or about 1 May 2024. Amounts are negotiable from \$1,000.00 to \$5,000.00.</p>	<p>The bonus will be available to new teachers in the district as per signing. Current teachers per retention. For signing, it is estimated that 12-15 will receive the bonus. For retention, it is estimated that 5-8 will receive the bonus.</p>	<p>It is estimated that the bonus will be approximately \$65,000.00 for the 2023-2024 school year.</p>	<p>The bonus will be approximately 1% of salary expenditures</p>

	Principals, and Secondary Foreign Language teachers.				
Performance	The District will award a performance bonus for all teachers who receive an overall effectiveness score of a 4 or 5 from the 2022-2023 school year based on the LOE scores calculated in TNCompass.	Compensation will be given as a bonus on or about 1 December 2023 with \$225,000.00 being divided per share for the number of teachers qualifying; (level 4 teachers will receive 1 share of the allocation with a maximum amount of \$1,000.00: level 5 teachers will receive 2 shares of the allocation with a maximum amount of \$2,000.00).	All teachers and assistant principals (who are not under a performance contract) are eligible to receive the bonus.	It is estimated this stipend will be approximately \$225,000.00 for the 2023-2024 school year.	This bonus is estimated to be approximately 2% of salary expenditures.
Additional Instructional Roles or Responsibilities	Hickman County will pay a stipend to teacher-leaders selected to serve as a mentor teacher to new or struggling teachers. Hickman County will pay a stipend to teacher-leaders for the completion of additional curriculum projects as determined by the district. Hickman County will	The compensation will be provided as a stipend for specific leadership roles to build instructional capacity and/or deliver remediation. Specific amounts will range for \$250 - \$1,000. Social emotional learning liaisons, foster care liaisons, and child abuse coordinators will be paid a stipend of \$1,500.00 per year for additional duties. Middle and high school level bookkeepers will receive an	District and school leaders will screen for additional qualities such as leadership skills, facilitation skills, and specific pedagogy skills determined to be needed by teachers at each individual school.	The district estimates the bonus payments will total approximately \$60,000.00 for the 2023-2024 school year.	The bonus is estimated to be approximately less than 1% of salary expenditures.

	<p>pay a stipend to teacher leaders to serve as building liaisons at their school for social-emotional learning training. Hickman County will pay a stipend for teacher leaders that serve as child abuse coordinators and foster care liaisons in school buildings, as required in T.C.A.</p> <p>Hickman County will pay a stipend to bookkeepers at the middle and high school level to complete the additional responsibilities of student instructional clubs, competitions, scholarships, and athletic programs.</p>	<p>additional \$5,000.00 per year for additional bookkeeping requirements and responsibilities.</p>			
Education*	<p>The District will continue to pay for education training in five lanes: Bachelors, Masters, Masters</p>	<p>Compensation is given as a base pay increase. Qualifying teachers, depending on their degree, receive an increase of</p>	<p>All teachers are eligible. All teachers participate.</p>	<p>The District estimates that the degree increase will be \$15,000.00 for the 2023-2024 school</p>	<p>The cost will be less than 1% of salary expenditures.</p>

	+30/45, Ed.S and Doctorate.	\$1,000.00 - \$3,000.00.		year.	
Experience*	The District will continue to pay for experience up to 30 years of experience.	Each year a teacher earns a base step increase as indicated on the salary schedule.	All teachers are eligible. All teachers participate.	The District estimates that the 2023-2024 step experience increase will be approximately \$250,000.00.	The cost will be less than 3% of salary expenditures.

**Education and experience are not differentiated pay elements and do not count toward the mandated criteria.*

**BEP SALARY SCHEDULE
HICKMAN COUNTY SCHOOLS
FY 2024
Proposed June 5, 2023**

YEARS	BACHELORS	MASTERS	MASTERS + 30/40	Ed.S.	Ed.D/Ph.D.
0	\$44,096	\$46,322	\$47,912	\$49,184	\$51,622
1	\$44,838	\$46,852	\$49,608	\$50,880	\$53,318
2	\$45,580	\$47,806	\$50,562	\$51,516	\$54,484
3	\$45,686	\$48,018	\$50,668	\$51,728	\$54,696
4	\$45,792	\$48,336	\$50,774	\$51,834	\$54,908
5	\$46,004	\$48,866	\$51,516	\$52,258	\$55,120
6	\$47,064	\$50,244	\$52,046	\$52,788	\$55,332
7	\$47,700	\$50,562	\$52,788	\$53,530	\$56,392
8	\$48,018	\$50,774	\$53,424	\$54,166	\$57,558
9	\$48,442	\$51,410	\$53,848	\$54,802	\$58,618
10	\$48,866	\$51,940	\$54,378	\$55,226	\$59,890
11	\$49,926	\$54,484	\$55,968	\$57,134	\$61,162
12	\$50,244	\$55,438	\$56,604	\$57,770	\$61,586
13	\$50,456	\$55,544	\$56,710	\$58,194	\$61,904
14	\$50,668	\$55,650	\$56,922	\$58,406	\$63,176
15	\$50,880	\$55,862	\$57,346	\$58,936	\$63,494
16	\$52,894	\$57,770	\$59,572	\$61,480	\$65,932
17	\$53,954	\$58,406	\$60,208	\$62,434	\$67,204
18	\$54,060	\$58,512	\$60,526	\$63,070	\$68,052
19	\$54,272	\$58,618	\$60,632	\$63,388	\$68,158
20	\$54,378	\$58,724	\$61,586	\$63,918	\$69,112
21	\$56,074	\$60,526	\$63,282	\$65,614	\$70,914
22	\$56,180	\$60,632	\$63,494	\$65,932	\$71,126
23	\$56,286	\$60,738	\$63,600	\$66,038	\$71,338
24	\$56,392	\$60,844	\$63,706	\$66,144	\$71,550
25	\$56,604	\$60,950	\$63,812	\$66,250	\$71,762
26	\$56,710	\$61,162	\$63,918	\$66,356	\$71,974
27	\$56,922	\$61,268	\$64,024	\$66,568	\$72,292
28	\$57,028	\$61,374	\$64,130	\$66,674	\$72,504
29	\$57,134	\$61,480	\$64,236	\$66,780	\$72,716
30	\$57,770	\$61,798	\$64,872	\$67,204	\$74,518

HICKMAN COUNTY SCHOOLS
Principal Salaries FY 2024
Proposed June 5, 2023

12 Month Employment			
Years Exp.	Elementary	Middle	High
0	\$ 79,097	\$ 82,261	\$ 85,425
1	\$ 82,487	\$ 85,787	\$ 89,086
2	\$ 82,487	\$ 85,787	\$ 89,086
3	\$ 82,487	\$ 85,787	\$ 89,086
4	\$ 82,487	\$ 85,787	\$ 89,086
5	\$ 82,487	\$ 85,787	\$ 89,086
6	\$ 85,312	\$ 88,724	\$ 92,137
7	\$ 85,312	\$ 88,724	\$ 92,137
8	\$ 85,312	\$ 88,724	\$ 92,137
9	\$ 85,312	\$ 88,724	\$ 92,137
10	\$ 85,312	\$ 88,724	\$ 92,137
11	\$ 87,572	\$ 91,075	\$ 94,578
12	\$ 87,572	\$ 91,075	\$ 94,578
13	\$ 87,572	\$ 91,075	\$ 94,578
14	\$ 87,572	\$ 91,075	\$ 94,578
15	\$ 89,832	\$ 93,425	\$ 97,018
Degree Supplement			
EdS	\$ 1,500	\$ 1,500	\$ 1,500
PhD/EdD	\$ 2,500	\$ 2,500	\$ 2,500

*11 Month Positions would be prorated

*Experience is based on actual experience as a Principal or Full Time Asst. Principal inside or outside the system, or Administrator (Senior Staff) experience inside the system

**Hickman County Schools
Assistant Principal Salaries FY 2024
Proposed June 5, 2023**

12 Month - High School		
Years Exp.	Steps	
0	\$	76,837.28
1	\$	80,144.48
2	\$	80,144.48
3	\$	80,144.48
4	\$	80,144.48
5	\$	80,144.48
6	\$	82,900.48
7	\$	82,900.48
8	\$	82,900.48
9	\$	82,900.48
10	\$	82,900.48
11	\$	85,105.28
12	\$	85,105.28
13	\$	85,105.28
14	\$	85,105.28
15	\$	87,310.08
Degree Supplement		
EdS	\$	1,500
PhD/EdD	\$	2,500

FY 2024
Central Office
Deputy Director's Salary Formula

Hickman County BEP Salary Schedule for Teachers by Training and Experience

+Any Additional Local Supplement

x1.33

+System-Wide Supplement of \$100.00 per Month for 12 Months

+Academic Responsibility Supplement

+Financial Responsibility Supplement

Academic Responsibility Supplement

Non-Instructional=\$2,000

Instructional=\$4,000

Chief Instructional=\$8,000

Financial Responsibility Supplement

Budget (Non-Funding)=\$2,000

Budget(s) and Funding=\$4,000

* Total Salary is a combination of Salary Formula and any Performance Contract or supplement as determined by Superintendent of Schools.

** Deputy Superintendent is to be second highest Central Office employee and Chief Academic Officer is to be third highest Central Office employee.

Additional Local Supplement – Supervisor

\$3,000.00

Supervisory Responsibility

\$500.00

Added Per Program Supervised

**FY 2024
Central Office
Supervisors' Salary Formula**

Hickman County BEP Salary Schedule for Teachers by Training and Experience

+Any Additional Local Supplement

x1.2

+System-Wide Supplement of \$100.00 per Month for 12 Months

+Academic Responsibility Supplement

+Financial Responsibility Supplement

Academic Responsibility Supplement

Non-Instructional=\$2,000

Instructional=\$4,000

Chief Instructional=\$8,000

Financial Responsibility Supplement

Budget (Non-Funding)=\$2,000

Budget(s) and Funding=\$4,000

* Total Salary is a combination of Salary Formula and any Performance Contract or supplement as determined by Superintendent of Schools.

** Deputy Superintendent is to be second highest Central Office employee and Chief Academic Officer is to be third highest Central Office employee.

Additional Local Supplement – Supervisor

\$3,000.00

Supervisory Responsibility

\$500.00

Added Per Program Supervised

HICKMAN COUNTY SCHOOLS
FY 2024
Proposed June 5, 2023

**School Psychologist
11 Month Salary**

BEP Salary Scale
x 1.1 (Eleventh Month)
+ 28 % of base BEP Salary

Hard to Fill/Retention \$ 2,500

Speech Pathologist

x 1.1 (Eleventh Month)
+ 10 % of base BEP Salary

Occupational Therapist

BEP Scale Salary
Occupational Therapist Adjustment \$ 15,000

Registered Nurse (RN)

BEP Salary Scale

Hickman County Schools
LPN
Hourly Rate Schedule
FY 2024
Approved June 5, 2023

Years of Experience	FY 2024 Step
LPN - 0	\$ 30,822
LPN - 1	\$ 32,077
LPN - 2	\$ 32,077
LPN - 3	\$ 32,077
LPN - 4	\$ 32,621
LPN - 5	\$ 32,621
LPN - 6	\$ 32,621
LPN - 7	\$ 33,183
LPN - 8	\$ 33,183
LPN - 9	\$ 33,183
LPN - 10	\$ 34,288
LPN - 11	\$ 34,288
LPN - 12	\$ 34,288
LPN - 13	\$ 35,341
LPN - 14	\$ 35,341
LPN - 15	\$ 35,341
LPN - 16	\$ 35,341
LPN - 17	\$ 35,341
LPN - 18	\$ 35,341
LPN - 19	\$ 35,341
LPN - 20	\$ 35,341
LPN - 21	\$ 35,341
LPN - 22	\$ 35,341
LPN - 23	\$ 35,341
LPN - 24	\$ 35,341
LPN - 25	\$ 35,341
LPN - 26	\$ 35,341
LPN - 27	\$ 35,341
LPN - 28	\$ 35,341
LPN - 29	\$ 35,341
LPN - 30	\$ 35,341

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Work Schedule:
 180 Student Days
 10 in-service days/other
 10 vacation days
 Total of 200 paid days

Sick Leave: 10 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

Hickman County Schools
School Secretary/Bookkeeper
Salary Schedule
FY 2024
Approved June 5, 2023

Years of Experience	FY 2024 Step
SSB - 0	\$18,082
SSB - 1	\$18,971
SSB - 2	\$19,860
SSB - 3	\$20,222
SSB - 4	\$20,287
SSB - 5	\$20,507
SSB - 6	\$20,727
SSB - 7	\$20,890
SSB - 8	\$21,066
SSB - 9	\$21,241
SSB - 10	\$21,418
SSB - 11	\$21,604
SSB - 12	\$21,780
SSB - 13	\$21,955
SSB - 14	\$22,131
SSB - 15	\$22,306
SSB - 16	\$22,492
SSB - 17	\$22,668
SSB - 18	\$22,843
SSB - 19	\$23,008
SSB - 20	\$23,183
SSB - 21	\$23,380
SSB - 22	\$23,545
SSB - 23	\$23,721
SSB - 24	\$23,896
SSB - 25	\$24,072
SSB - 26	\$24,268
SSB - 27	\$24,444
SSB - 28	\$24,619
SSB - 29	\$24,795
SSB - 30	\$24,971

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Work Schedule:
 180 Student Days
 10 in-service days/other
 10 vacation days
 Total of 200 paid days

Sick Leave: 10 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

**Hickman County Schools
Educational Assistants
Salary Schedule
FY 2024
Approved June 5, 2023**

Years of Experience	FY 2024 Step
TA - 0	\$17,850
TA - 1	\$18,641
TA - 2	\$19,432
TA - 3	\$19,641
TA - 4	\$19,838
TA - 5	\$20,046
TA - 6	\$20,244
TA - 7	\$20,408
TA - 8	\$20,562
TA - 9	\$20,727
TA - 10	\$20,890
TA - 11	\$21,044
TA - 12	\$21,209
TA - 13	\$21,362
TA - 14	\$21,527
TA - 15	\$21,681
TA - 16	\$21,834
TA - 17	\$21,999
TA - 18	\$22,163
TA - 19	\$22,317
TA - 20	\$22,481
TA - 21	\$22,657
TA - 22	\$22,811
TA - 23	\$22,975
TA - 24	\$23,128
TA - 25	\$23,293
TA - 26	\$23,468
TA - 27	\$23,633
TA - 28	\$23,787
TA - 29	\$23,952
TA - 30	\$24,106

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Work Schedule:

180 student days

10 in-service days/other

10 vacation days

Total of:200 paid days

Sick Leave: 10 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement.

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

Hickman County Schools
Central Office - 12 Month Administrative Assistant
Salary Schedule
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
AA - 0	\$ 23,240
AA - 1	\$ 24,720
AA - 2	\$ 24,861
AA - 3	\$ 25,015
AA - 4	\$ 26,167
AA - 5	\$ 26,891
AA - 6	\$ 28,953
AA - 7	\$ 29,600
AA - 8	\$ 30,916
AA - 9	\$ 31,717
AA - 10	\$ 32,442
AA - 11	\$ 33,823
AA - 12	\$ 34,592
AA - 13	\$ 34,953
AA - 14	\$ 35,864
AA - 15	\$ 36,775
AA - 16	\$ 37,695
AA - 17	\$ 38,683
AA - 18	\$ 41,754
AA - 19	\$ 43,334
AA - 20	\$ 45,791
AA - 21	\$ 46,712
AA - 22	\$ 47,820
AA - 23	\$ 48,610
AA - 24	\$ 49,268
AA - 25	\$ 49,970
AA - 26	\$ 50,858
AA - 27	\$ 52,174
AA - 28	\$ 53,304
AA - 29	\$ 53,820
AA - 30	\$ 54,216
AA - 30+	\$ 56,014

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Sick Leave: 12 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement.

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

Human Resources Add \$6,000 To Scale

* 10 month personnel salaries will be pro-rated from this schedule

Serving more than one supervisor or office = \$ 500.00 per supervisor or office

**Hickman County Schools
Central Office - Programs/Grants
Salary Schedule
FY 2024
Proposed June 5, 2024**

Years of Experience	FY 2024 10 Mo Step	FY 2024 12 Mo Step
PG - 0	\$ 26,860	\$ 32,231
PG - 1	\$ 28,339	\$ 33,407
PG - 2	\$ 28,641	\$ 33,769
PG - 3	\$ 28,943	\$ 34,131
PG - 4	\$ 29,243	\$ 34,492
PG - 5	\$ 29,546	\$ 34,855
PG - 6	\$ 29,848	\$ 35,217
PG - 7	\$ 30,148	\$ 35,578
PG - 8	\$ 30,450	\$ 35,940
PG - 9	\$ 30,753	\$ 36,303
PG - 10	\$ 31,053	\$ 36,664
PG - 11	\$ 31,264	\$ 36,917
PG - 12	\$ 31,658	\$ 37,389
PG - 13	\$ 31,958	\$ 37,750
PG - 14	\$ 32,260	\$ 38,112
PG - 15	\$ 32,562	\$ 38,474
PG - 16	\$ 32,863	\$ 38,835
PG - 17	\$ 33,166	\$ 39,199
PG - 18	\$ 33,468	\$ 39,561
PG - 19	\$ 33,768	\$ 39,922
PG - 20	\$ 34,070	\$ 40,284
PG - 21	\$ 34,372	\$ 40,646
PG - 22	\$ 34,674	\$ 41,009
PG - 23	\$ 34,975	\$ 41,370
PG - 24	\$ 35,277	\$ 41,732
PG - 25	\$ 35,579	\$ 42,095
PG - 26	\$ 35,880	\$ 42,456
PG - 27	\$ 36,182	\$ 42,818
PG - 28	\$ 36,484	\$ 43,181
PG - 29	\$ 36,785	\$ 43,542
PG - 30	\$ 37,087	\$ 43,904

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Sick Leave: 12 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement.

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

**Hickman County Schools
Central Office - Secretary
Salary Schedule
FY 2024
Proposed June 5, 2023**

Years of Experience	FY 2024 10 Mo Step	FY 2024 12 Mo Step
SCO - 0		\$ 21,953
SCO - 1	\$ 20,258	\$ 23,710
SCO - 2	\$ 20,378	\$ 23,853
SCO - 3	\$ 20,495	\$ 23,994
SCO - 4	\$ 20,615	\$ 24,138
SCO - 5	\$ 20,743	\$ 24,292
SCO - 6	\$ 20,861	\$ 24,433
SCO - 7	\$ 20,981	\$ 24,577
SCO - 8	\$ 21,100	\$ 24,720
SCO - 9	\$ 21,218	\$ 24,861
SCO - 10	\$ 21,346	\$ 25,015
SCO - 11	\$ 21,703	\$ 25,443
SCO - 12	\$ 21,822	\$ 25,586
SCO - 13	\$ 21,949	\$ 25,739
SCO - 14	\$ 22,068	\$ 25,882
SCO - 15	\$ 22,187	\$ 26,024
SCO - 16	\$ 22,553	\$ 26,463
SCO - 17	\$ 22,671	\$ 26,605
SCO - 18	\$ 22,791	\$ 26,749
SCO - 19	\$ 22,909	\$ 26,891
SCO - 20	\$ 23,028	\$ 27,033
SCO - 21	\$ 23,393	\$ 27,472
SCO - 22	\$ 23,513	\$ 27,615
SCO - 23	\$ 23,632	\$ 27,758
SCO - 24	\$ 23,759	\$ 27,911
SCO - 25	\$ 23,878	\$ 28,054
SCO - 26	\$ 24,234	\$ 28,481
SCO - 27	\$ 24,363	\$ 28,635
SCO - 28	\$ 24,481	\$ 28,777
SCO - 29	\$ 24,600	\$ 28,920
SCO - 30	\$ 24,719	\$ 29,063
SCO - 30+	\$ 25,085	\$ 29,502

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Sick Leave: 12 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement.

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

- 10 month personnel salaries will be pro-rated from this schedule.
- Serving more than one supervisor or office = \$ 500.00 per supervisor or office

Hickman County Schools
12 Month Technology/Maintenance/Transportation/Food Service/Coordinated
School Health
Salary Schedule
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
SNE - 0	\$ 52,253
SNE - 1	\$ 55,253
SNE - 2	\$ 58,253
SNE - 3	\$ 60,419
SNE - 4	\$ 60,419
SNE - 5	\$ 60,419
SNE - 6	\$ 60,419
SNE - 7	\$ 63,669
SNE - 8	\$ 63,669
SNE - 9	\$ 63,669
SNE - 10	\$ 63,669
SNE - 11	\$ 63,669
SNE - 12	\$ 68,003
SNE - 13	\$ 68,003
SNE - 14	\$ 68,003
SNE - 15	\$ 68,253
SNE - 16	\$ 71,253
SNE - 17	\$ 71,253
SNE - 18	\$ 71,253
SNE - 19	\$ 71,253
SNE - 20	\$ 71,253
SNE - 21	\$ 71,253
SNE - 22	\$ 71,253
SNE - 23	\$ 71,253
SNE - 24	\$ 71,253
SNE - 25	\$ 71,253
SNE - 26	\$ 71,253
SNE - 27	\$ 71,253
SNE - 28	\$ 71,253
SNE - 29	\$ 71,253
SNE - 30	\$ 71,253

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Sick Leave: 12 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement.

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

Hickman County Schools
Bus Drivers - Salary Schedule
FY 2024
Approved June 5, 2023

Years of Experience	FY 2024 Step
BUS - 0	\$14,371.00
BUS - 1	\$15,443.00
BUS - 2	\$16,515.00
BUS - 3	\$16,602.00
BUS - 4	\$16,689.00
BUS - 5	\$16,775.00
BUS - 6	\$16,851.00
BUS - 7	\$16,938.00
BUS - 8	\$17,024.00
BUS - 9	\$17,111.00
BUS - 10	\$17,198.00
BUS - 11	\$17,285.00
BUS - 12	\$17,371.00
BUS - 13	\$17,458.00
BUS - 14	\$17,545.00
BUS - 15	\$17,631.00
BUS - 16	\$17,718.00
BUS - 17	\$17,805.00
BUS - 18	\$17,880.00
BUS - 19	\$17,967.00
BUS - 20	\$18,054.00
BUS - 21	\$18,141.00
BUS - 22	\$18,227.00
BUS - 23	\$18,314.00
BUS - 24	\$18,401.00
BUS - 25	\$18,487.00
BUS - 26	\$18,574.00
BUS - 27	\$18,661.00
BUS - 28	\$18,736.00
BUS - 29	\$18,834.00
BUS - 30	\$18,910.00
BUS - 30+	\$19,094.00

- A. Five days sick leave - unlimited accumulation. Accumulated sick days can be used toward retirement.
- B. School system pays retirement after six (6) months probationary period for full-time employees.
- C. Up to \$50 reimbursement for physical exam after appropriate paperwork is turned in to the Central Office.
- D. Reimbursement for CDL license after appropriate paper work is turned in to the Central Office.
- E. School system pays two (2) full days of in-service (if attended).
- F. If a bus driver terminates employment with the Hickman County Board of Education and is later re-hired, the driver's salary will be based on 0 experience for one (1) year (probationary period). After that period, the salary will be based on prior experience.

**SOCIAL WORKER SALARY SCHEDULE
HICKMAN COUNTY SCHOOLS
FY 2024
Proposed June 5, 2023**

YEARS	Social Worker (BA/BS)	Social Worker (MA/MS)	*LCSW- **LPC	Ph.D.
0	\$44,096	\$46,322	\$47,912	\$51,622
1	\$44,838	\$46,852	\$49,608	\$53,318
2	\$45,580	\$47,806	\$50,562	\$54,484
3	\$45,686	\$48,018	\$50,668	\$54,696
4	\$45,792	\$48,336	\$50,774	\$54,908
5	\$46,004	\$48,866	\$51,516	\$55,120
6	\$47,064	\$50,244	\$52,046	\$55,332
7	\$47,700	\$50,562	\$52,788	\$56,392
8	\$48,018	\$50,774	\$53,424	\$57,558
9	\$48,442	\$51,410	\$53,848	\$58,618
10	\$48,866	\$51,940	\$54,378	\$59,890
11	\$49,926	\$54,484	\$55,968	\$61,162
12	\$50,244	\$55,438	\$56,604	\$61,586
13	\$50,456	\$55,544	\$56,710	\$61,904
14	\$50,668	\$55,650	\$56,922	\$63,176
15	\$50,880	\$55,862	\$57,346	\$63,494
16	\$52,894	\$57,770	\$59,572	\$65,932
17	\$53,954	\$58,406	\$60,208	\$67,204
18	\$54,060	\$58,512	\$60,526	\$68,052
19	\$54,272	\$58,618	\$60,632	\$68,158
20	\$54,378	\$58,724	\$61,586	\$69,112
21	\$56,074	\$60,526	\$63,282	\$70,914
22	\$56,180	\$60,632	\$63,494	\$71,126
23	\$56,286	\$60,738	\$63,600	\$71,338
24	\$56,392	\$60,844	\$63,706	\$71,550
25	\$56,604	\$60,950	\$63,812	\$71,762
26	\$56,710	\$61,162	\$63,918	\$71,974
27	\$56,922	\$61,268	\$64,024	\$72,292
28	\$57,028	\$61,374	\$64,130	\$72,504
29	\$57,134	\$61,480	\$64,236	\$72,716
30	\$57,770	\$61,798	\$64,872	\$74,518

*LCSW - Licensed Clinical Social Worker

** Licensed Professional Counselor

**Hickman County Schools
12 Month High School Athletic Directors - Salary
FY 2023 Approved**

Years of Experience	FY 2023 Step
SSAD - 0	\$44,096
SSAD - 1	\$44,838
SSAD - 2	\$45,580
SSAD - 3	\$45,686
SSAD - 4	\$45,792
SSAD - 5	\$46,004
SSAD - 6	\$47,064
SSAD - 7	\$47,700
SSAD - 8	\$48,018
SSAD - 9	\$48,442
SSAD - 10	\$48,866
SSAD - 11	\$49,926
SSAD - 12	\$50,244
SSAD - 13	\$50,456
SSAD - 14	\$50,668
SSAD - 15	\$50,880
SSAD - 16	\$52,894
SSAD - 17	\$53,954
SSAD - 18	\$54,060
SSAD - 19	\$54,272
SSAD - 20	\$54,378
SSAD - 21	\$56,074
SSAD - 22	\$56,180
SSAD - 23	\$56,286
SSAD - 24	\$56,392
SSAD - 25	\$56,604
SSAD - 26	\$56,710
SSAD - 27	\$56,922
SSAD - 28	\$57,028
SSAD - 29	\$57,134
SSAD - 30	\$57,770

Retirement: School System pays for your retirement after six (6) months probationary period for a full time employee.

Sick Leave: 12 days per year – unlimited accumulation. Accumulated sick days can be used toward retirement.

Personal Leave: 2 days per year – Any personal leave left at the end of the school year will be added to sick leave.

* 10 month personnel salaries will be pro-rated from this schedule

Hickman County Schools
Certified Licensed Maintenance Technician
Pay Schedules
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
CMT - 0	\$ 36,400
CMT - 1	\$ 39,400
CMT - 2	\$ 39,816
CMT - 3	\$ 40,232
CMT - 4	\$ 40,648
CMT - 5	\$ 41,064
CMT - 6	\$ 41,480
CMT - 7	\$ 41,896
CMT - 8	\$ 42,650
CMT - 9	\$ 43,498
CMT - 10	\$ 44,323
CMT - 11	\$ 43,560
CMT - 12	\$ 44,184
CMT - 13	\$ 44,808
CMT - 14	\$ 45,432
CMT - 15	\$ 46,056
CMT - 16	\$ 46,680
CMT - 17	\$ 50,840
CMT - 18	\$ 51,880
CMT - 19	\$ 52,920
CMT - 20	\$ 53,960
CMT - 21	\$ 55,000
CMT - 22	\$ 56,040
CMT - 23	\$ 57,080
CMT - 24	\$ 58,120
CMT - 25	\$ 59,160
CMT - 26	\$ 60,200
CMT - 27	\$ 61,240
CMT - 28	\$ 62,280
CMT - 29	\$ 63,320
CMT - 30	\$ 64,360

A. Ten days sick leave - unlimited accumulation for full-time employees. Accumulated sick days can be used toward retirement.

B. School system pays retirement after six (6) months probationary period for full-time employees

C. Full-time maintenance employees get two weeks paid vacation after being employed for one year

Requires Electrical and/or HVAC/Refrigeration license and certification

Hickman County Schools
Maintenance Mechanic (Hourly Rate)
Pay Schedules
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
CMT - 0	\$ 14.89
CMT - 1	\$ 15.50
CMT - 2	\$ 16.21
CMT - 3	\$ 16.53
CMT - 4	\$ 16.90
CMT - 5	\$ 17.24
CMT - 6	\$ 17.58
CMT - 7	\$ 17.58
CMT - 8	\$ 17.95
CMT - 9	\$ 18.27
CMT - 10	\$ 18.63
CMT - 11	\$ 18.98
CMT - 12	\$ 19.31
CMT - 13	\$ 19.68
CMT - 14	\$ 20.00
CMT - 15	\$ 20.36
CMT - 16	\$ 20.69
CMT - 17	\$ 21.05
CMT - 18	\$ 21.40
CMT - 19	\$ 21.73
CMT - 20	\$ 22.10
CMT - 21	\$ 22.44
CMT - 22	\$ 22.77
CMT - 23	\$ 23.13
CMT - 24	\$ 23.47
CMT - 25	\$ 23.80
CMT - 26	\$ 24.17
CMT - 27	\$ 24.51
CMT - 28	\$ 25.19
CMT - 29	\$ 25.56
CMT - 30	\$ 25.91

A. Ten days sick leave - unlimited accumulation for full-time employees. Accumulated sick days can be used toward retirement.

B. School system pays retirement after six (6) months probationary period for full-time employees

C. Full-time maintenance employees get two weeks paid vacation after being employed for one year

Hickman County Schools
Part-Time Mechanic (Hourly Rate)
Pay Schedules
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
0	\$ 13.48
1	\$ 13.64
2	\$ 13.80
3	\$ 13.91
4	\$ 14.06
5	\$ 14.18
6	\$ 14.33
7	\$ 14.46
8	\$ 14.60
9	\$ 14.73
10	\$ 14.89
11	\$ 15.02
12	\$ 15.17
13	\$ 15.30
14	\$ 15.40
15	\$ 15.53
16	\$ 15.59
17	\$ 15.71
18	\$ 15.83
19	\$ 16.10
20	\$ 16.23
21	\$ 16.35
22	\$ 16.48
23	\$ 16.63
24	\$ 16.75
25	\$ 16.90
26	\$ 17.01
27	\$ 17.14
28	\$ 17.25
29	\$ 17.39
30	\$ 17.51

**Hickman County Schools
Supervising Mechanic
Salary Schedule
FY 2024
Proposed June 5, 2023**

Years of Experience	FY 2024 Step
SM - 0	\$ 35,635
SM - 1	\$ 36,304
SM - 2	\$ 37,066
SM - 3	\$ 37,829
SM - 4	\$ 38,592
SM - 5	\$ 39,354
SM - 6	\$ 40,119
SM - 7	\$ 40,282
SM - 8	\$ 40,897
SM - 9	\$ 41,234
SM - 10	\$ 41,576
SM - 11	\$ 41,913
SM - 12	\$ 42,251
SM - 13	\$ 42,591
SM - 14	\$ 42,928
SM - 15	\$ 43,267
SM - 16	\$ 43,607
SM - 17	\$ 43,944
SM - 18	\$ 44,281
SM - 19	\$ 44,619
SM - 20	\$ 44,958
SM - 21	\$ 45,296
SM - 22	\$ 45,634
SM - 23	\$ 45,974
SM - 24	\$ 46,313
SM - 25	\$ 46,650
SM - 26	\$ 46,989
SM - 27	\$ 47,604
SM - 28	\$ 48,218
SM - 29	\$ 48,833
SM - 30	\$ 49,450

A. Ten days sick leave - unlimited accumulation for full-time employees. Accumulated sick days can be used toward retirement.

B. School system pays retirement after six (6) months probationary period for full-time employees.

C. Up to \$50 reimbursement for physical exam after appropriate paper work is turned in to the Central Office.

D. Reimbursement for CDL license after appropriate paper work is turned in to the Central Office.

E. School system pays two (2) full days of in-service (if attended).

F. Full-time mechanics get two weeks paid vacation after being employed for one year.

Hickman County Schools
Full-Time Mechanic
Salary Schedule
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
FTM - 0	\$ 32,252
FTM - 1	\$ 33,142
FTM - 2	\$ 33,477
FTM - 3	\$ 33,850
FTM - 4	\$ 34,210
FTM - 5	\$ 34,571
FTM - 6	\$ 34,935
FTM - 7	\$ 35,298
FTM - 8	\$ 35,659
FTM - 9	\$ 36,019
FTM - 10	\$ 36,383
FTM - 11	\$ 36,747
FTM - 12	\$ 37,105
FTM - 13	\$ 37,470
FTM - 14	\$ 37,832
FTM - 15	\$ 38,194
FTM - 16	\$ 38,554
FTM - 17	\$ 38,916
FTM - 18	\$ 39,282
FTM - 19	\$ 39,641
FTM - 20	\$ 40,001
FTM - 21	\$ 40,365
FTM - 22	\$ 40,726
FTM - 23	\$ 41,089
FTM - 24	\$ 41,450
FTM - 25	\$ 41,813
FTM - 26	\$ 42,176
FTM - 27	\$ 42,539
FTM - 28	\$ 42,898
FTM - 29	\$ 43,261
FTM - 30	\$ 43,621

A. Ten days sick leave - unlimited accumulation for full-time employees. Accumulated sick days can be used toward retirement.

B. School system pays retirement after six (6) months probationary period for full-time employees.

C. Up to \$50 reimbursement for physical exam after appropriate paper work is turned in to the Central Office.

D. Reimbursement for CDL license after appropriate paper work is turned in to the Central Office.

E. School system pays two (2) full days of in-service (if attended).

F. Full-time mechanics get two weeks paid vacation after being employed for one year.

**Hickman County Schools
Chief Mechanic
Salary Schedule
FY 2024
Proposed June 5, 2023**

Years of Experience	FY 2024 Step
CM - 0	\$ 38,912
CM - 1	\$ 39,366
CM - 2	\$ 40,066
CM - 3	\$ 40,762
CM - 4	\$ 41,463
CM - 5	\$ 42,162
CM - 6	\$ 42,864
CM - 7	\$ 43,559
CM - 8	\$ 44,262
CM - 9	\$ 44,960
CM - 10	\$ 45,660
CM - 11	\$ 46,357
CM - 12	\$ 47,058
CM - 13	\$ 48,850
CM - 14	\$ 49,599
CM - 15	\$ 50,295
CM - 16	\$ 50,998
CM - 17	\$ 51,695
CM - 18	\$ 52,395
CM - 19	\$ 53,092
CM - 20	\$ 53,796
CM - 21	\$ 54,492
CM - 22	\$ 55,192
CM - 23	\$ 55,890
CM - 24	\$ 56,593
CM - 25	\$ 56,871
CM - 26	\$ 57,290
CM - 27	\$ 58,688
CM - 28	\$ 59,390
CM - 29	\$ 60,088
CM - 30	\$ 60,789

A. Ten days sick leave - unlimited accumulation for full-time employees. Accumulated sick days can be used toward retirement.

B. School system pays retirement after six (6) months probationary period for full-time employees.

C. Up to \$50 reimbursement for physical exam after appropriate paper work is turned in to the Central Office.

D. Reimbursement for CDL license after appropriate paper work is turned in to the Central Office.

E. School system pays two (2) full days of in-service (if attended).

F. Full-time mechanics get two weeks paid vacation after being employed for one year.

Hickman County Schools
12 Month School Nutrition Coordinator (CO) - Salary
Schedule
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
NC - 0	\$ 24,619
NC - 1	\$ 24,720
NC - 2	\$ 24,821
NC - 3	\$ 24,963
NC - 4	\$ 25,118
NC - 5	\$ 26,275
NC - 6	\$ 27,003
NC - 7	\$ 27,730
NC - 8	\$ 28,457
NC - 9	\$ 29,185
NC - 10	\$ 29,912
NC - 11	\$ 30,639
NC - 12	\$ 32,083
NC - 13	\$ 32,821
NC - 14	\$ 33,549
NC - 15	\$ 34,276
NC - 16	\$ 36,822
NC - 17	\$ 37,857
NC - 18	\$ 39,104
NC - 19	\$ 40,878
NC - 20	\$ 42,376
NC - 21	\$ 45,551
NC - 22	\$ 46,574
NC - 23	\$ 47,357
NC - 24	\$ 47,941
NC - 25	\$ 48,768
NC - 26	\$ 49,484
NC - 27	\$ 50,189
NC - 28	\$ 50,542
NC - 29	\$ 50,905
NC - 30	\$ 51,258

Hickman County School Food Service
Hourly Pay Scale
Cashiers
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
FSC - 0	\$ 13.66
FSC - 1	\$ 13.72
FSC - 2	\$ 13.85
FSC - 3	\$ 14.12
FSC - 4	\$ 14.22
FSC - 5	\$ 14.28
FSC - 6	\$ 14.30
FSC - 7	\$ 14.34
FSC - 8	\$ 14.40
FSC - 9	\$ 14.42
FSC - 10	\$ 14.50
FSC - 11	\$ 14.59
FSC - 12	\$ 14.65
FSC - 13	\$ 14.69
FSC - 14	\$ 14.72
FSC - 15	\$ 14.75
FSC - 16	\$ 14.78
FSC - 17	\$ 14.81
FSC - 18	\$ 14.85
FSC - 19	\$ 14.88
FSC - 20	\$ 14.91
FSC - 21	\$ 14.94
FSC - 22	\$ 14.98
FSC - 23	\$ 15.01
FSC - 24	\$ 15.04
FSC - 25	\$ 15.07
FSC - 26	\$ 15.10
FSC - 27	\$ 15.14
FSC - 28	\$ 15.17
FSC - 29	\$ 15.20
FSC - 30	\$ 15.23

Hickman County School Food Service
Hourly Pay Scale
Regular Employees
FY 2024
Proposed June 5, 2023

Years of Experience	FY 2024 Step
FSH - 0	\$ 13.00
FSH - 1	\$ 13.06
FSH - 2	\$ 13.25
FSH - 3	\$ 13.52
FSH - 4	\$ 13.57
FSH - 5	\$ 13.63
FSH - 6	\$ 13.68
FSH - 7	\$ 13.73
FSH - 8	\$ 13.79
FSH - 9	\$ 13.84
FSH - 10	\$ 13.89
FSH - 11	\$ 13.95
FSH - 12	\$ 14.00
FSH - 13	\$ 14.03
FSH - 14	\$ 14.07
FSH - 15	\$ 14.10
FSH - 16	\$ 14.13
FSH - 17	\$ 14.16
FSH - 18	\$ 14.19
FSH - 19	\$ 14.23
FSH - 20	\$ 14.26
FSH - 21	\$ 14.29
FSH - 22	\$ 14.32
FSH - 23	\$ 14.35
FSH - 24	\$ 14.39
FSH - 25	\$ 14.42
FSH - 26	\$ 14.45
FSH - 27	\$ 14.48
FSH - 28	\$ 14.52
FSH - 29	\$ 14.55
FSH - 30	\$ 14.58

**Hickman County School Food Service
 Manager's Salary Schedule
 FY 2024
 Proposed June 5, 2023**

Years of Experience	FY 2024 Step
SNM - 0	\$ 22,528
SNM - 1	\$ 24,054
SNM - 2	\$ 24,953
SNM - 3	\$ 25,853
SNM - 4	\$ 26,464
SNM - 5	\$ 27,075
SNM - 6	\$ 27,197
SNM - 7	\$ 27,298
SNM - 8	\$ 27,408
SNM - 9	\$ 27,508
SNM - 10	\$ 27,619
SNM - 11	\$ 27,718
SNM - 12	\$ 27,830
SNM - 13	\$ 27,930
SNM - 14	\$ 28,052
SNM - 15	\$ 28,186
SNM - 16	\$ 28,308
SNM - 17	\$ 28,430
SNM - 18	\$ 28,563
SNM - 19	\$ 28,684
SNM - 20	\$ 28,819
SNM - 21	\$ 28,952
SNM - 22	\$ 29,074
SNM - 23	\$ 29,206
SNM - 24	\$ 29,340
SNM - 25	\$ 29,473
SNM - 26	\$ 29,608
SNM - 27	\$ 29,740
SNM - 28	\$ 29,874
SNM - 29	\$ 30,007
SNM - 30	\$ 30,141

Number of Days

Serve Children	175
Cleaning or Reports	3
Holidays	2
In-Service or Other Work Related Time	7
Total Days	187

System-Wide

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

System-Wide

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Michael Beem	8	Yes
Kara Hobbs	4	Yes
Chris Ragsdale	1	Yes
Cecily Dotson	3	Yes
Marcy Tidwell	3	Yes
Jana Acy	3	Yes
Kimberly Williams	2	Yes
Andy Daniels	3	Yes
Ronnie Brewer	2	Yes
Rose Korte	6	Yes
Barbara Brooks	5	Yes
Meghan Evans	4	Yes
Scott Underwood	2	Yes
Joey Chilton	2	Yes
Raven Turman Hickok	1	Yes
Olivia Felts	2	Yes

John Mullins

System-Wide

II. Non-Tenured But Going On Tenure:

A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
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III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
-------------	-----------------

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------



V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
Misty Shelton	Retirement

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2022-2023 Yes/No</u>	<u>Position Last Held</u>
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System-Wide

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
-------------	-----------------------------	---

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Stacey Alexa
Bryan Anglin
Eric Istre
Eric Cannon
Sylina Cannon
Leigha Coble
Courtney Crawford
Michael Elkins
Rachel McCaleb
Pauline Hibbs
Jennifer Hudgins
Cynthia Hughes
Tarrah Lawson
Becky Malugin
Angie Manor
Ron Puckett
Julie Rice
Shelda Qualls
Ashley Totty
Katelyn Tanner
Tina Thigpen
Julia Thomasson



System-Wide

Signature of Principal Date

Date Reviewed _____ Concur Yes / No

Signature of Instructional Supervisor Date

Signature of Instructional Supervisor Date

Date Reviewed _____ Concur Yes / No

Signature of Special Programs Director Date

Date Reviewed 5/31/03 Concur Yes / No

Michelle Albert
Signature of Director of Schools

5/31/03
Date

Exceptions:

System-Wide
2022-2023
Support Staff Re-Election

Support Staff to be Re-Elected

Derek Newsom
Steven George
Brad Gilbert
James Atkinson
Toby Warren
Barry Talley
Bill Lynch
RJ Hill
Steve Anglin
Sharon Burns
Michelle Bates
Cissy Fitts
Debbie Breece
Amanda Bowman
Brenda Burchard
Elaine Dean
Becky Coleman
Mislessa Orton
Tanya Williams

Support Staff Not to be Re-Elected

Mike Plunkett	retirement
Shirley Krueger	retirement

_____ Supervisor Signature and Date

_____ Supervisor Signature and Date

_____ Supervisor Signature and Date

Michelle Oliver 5/31/23 Director of Schools Signature and Date

2023-2024 Transportation Rehire List

Drivers	Sub Drivers	Mechanics
Amos Raymond	Anglin Steve	RJ Hull
Bailey Stephanie	Atkinson James	Steve Anglin
Bey Daniel	Barnes Tommy	1 part time position - unfilled
Bragg Tonya	Chilton Joey	
Buchanan Shannon	Cravens Vickie	
Cahoon Linda	Vargas, Brian	
Chessor Clay	George Steven	
Collins Todd	Hull RJ	
Deal David	Riley Scott	
Dean Dickey	Shelton Craig	
Gordon Gavin		
Hatton Lynn		
Hatton Mary Ellen		
Hinson Greg		
Istre Eric		
Johnston Kevin		
Lawhorn Amos		
Lynch Bill		
Mathis Mickey		
Mayberry Ron		
Mays Houston		
McCaleb Charlie		
McCutchen Floy Ann		
McNichols Niki		
Morley Jennie		
Pawlak Mark		
Phillips Robert		
Presley John		
Redding Michael		
Rediker Wallace		
Roberts Donna		
Tays Scott		
Water Jesse		
Watts Bill		
West John		
Williams Lisa		
Williams Myles		
Winters Tracey		



 Michelle Gilbert

 5/16/23

 5/23/23

HICKMAN COUNTY FOOD SERVICE

EMPLOYEES end 2023-2024

Centerville Elementary
Jera Petrowski

Mary Hams
Denise Graves

EAST ELEMENTARY
Corey Jones
Rita Griffin
Christie Simmons
Sara Kirby
Samantha Rhea

EAST HICKMAN MIDDLE
Stella Clem
Kayla Hill
Deborah England
Rebekah Manor
Peggy Vega

HICKMAN MIDDLE
Renee Hurst
Dorenda Strickland
Jessica Spencer
Samantha Lee

**Subs: Ashlea Hurst
Judy Parker
Angela Thornton**

HICKMAN COUNTY HIGH
Pam Graham

Kandy Treadwell
Deborah McCoy
Rick Canady

CENTERVILLE INTERMEDIATE
Tammy King
Tiffany Underwood
Paige Capley
Michelle Tuten

EAST INTERMEDIATE
Diane Jackson
Elaine Engler
Melinda Rhea
Pam Allen
Debbie Lampley

EAST HIGH
Jessica Thomas
Shelly Wann
Sheila Griggs
Lori Overby
Margie Clark
Kaitlin Aulidge

Michelle Hurst
5/31/23

Centerville Elementary School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

Centerville Elementary School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Savannah Barber	4	Yes
Valerie Gonzalez	4	Yes
Nick Bentley	1	Yes
Katie Edwards	1	Yes
Hannah Garrette	1	Yes
Shawnee Stewart	1	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Brandy Mayberry	5	Yes

Centerville Elementary School

<u>Name</u>	<u>Current Position</u>	<u>Re-Elected Yes/No</u>
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VIII. Tenured And Recommended for Re-Election
(Administrators are not to recommend themselves)

Name

Shelda Qualls
Kim Jenkins
Amber Kelley
Heather Martin
Stephanie Spitzer
Marissa Tidwell
Teresa Totty
Mendy Davis
Andrea Ragsdale
Lori Cochran
Kathy French
Carol Anderson
Dawn Mayberry
Cary Wright
Allison Tucker
Christine Hoover
Rachael Atkinson
Tessa Tucker
Emily Atkinson
Michelle Atkinson
Donna Barber
Mindy James
Emily Mobley
Stacy Larue
Leah Isenberg
Stacia Anglin
Daniel Bey
Tara Gilbert

Centerville Elementary School

Jennifer Hudgins

4/25/23

Signature of Principal

Date

Date Reviewed 5/31/23 Concur Yes / No

Misty Shelton

5/31/23

Signature of Instructional Supervisor

Date

Signature of Instructional Supervisor

Date

Date Reviewed May 31, 2023 Concur Yes / No

Eric Cannon

May 31, 2023

Signature of Special Programs Director

Date

Date Reviewed 5/31/23 Concur Yes / No

Michelle Fluvet

5/31/23

Signature of Director of Schools

Date

Exceptions:

Centerville Elementary School

Support Staff Re-Election

Support Staff to be Re-Elected

Chelsea Anglin
Dana Atkinson
Vanessa McMullin
Tina Truett
Cookie Mays
Breanna Orton
Lauren Sanders
Carol Bateman
Angie Osborne
Renee Parsley
Pam Parra

Support Staff Not to be Re-Elected

Cassidy Lacasse

Autumn Vanover

Jennifer Hudgins 4/25/23

Principal Signature and Date

Misty Shulton 5/31/23

Supervisor Signature and Date

Supervisor Signature and Date

Emi Cannon May 31, 2023

Supervisor Signature and Date

Michelle Hewitt 5/31/23

Director of Schools Signature and Date

Centerville Intermediate School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

Centerville Intermediate School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Sky Kelly	3	Yes
Kimberly Clark	2.5	Yes
Amy Johnston	5	Yes
Brooke Rogers	4.5	Yes
Shelby Hoover	9	Yes
Shamekia Jenkins	8	Yes
Bethany Powers	8	Yes
Meredith Qualls	13	Yes
Paula Coble	2	Yes
Jennifer Litton	1.5	Yes
Madelyn Owens	1.5	No
Mark Bentley		No

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Suzanne Lewis*	22	Yes

Centerville Intermediate School

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
Madelyn Owens	ELA
Mark Bentley	Science/Social Studies

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
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V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2022-2023</u> <u>Yes/No</u>	<u>Position</u> <u>Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement) Is To Be

<u>Name</u>	<u>Current</u> <u>Position</u>	<u>Re-Elected</u> <u>Yes/No</u>
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VIII. Tenured And Recommended for Re-Election (Administrators are not to recommend themselves)

Centerville Intermediate School

Name

Position

Yes/No

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Lea Ann Buchanan
Mollie Chessor
Carolyn Middleton
Susan Prince
Jana Willis
Ashley Rochelle
Kevin Johnston
Linda Warren
Daniel Bey
Tara Chessor
Dusty Covington - 100 day contract
Karissa Campbell
Tarrah Lawson
Jamie Lawson
Allie Sue Hughes
Patricia Qualls
Becky Powers
Stacy LaRue



Signature of Principal

4/27/23

Date

Centerville Intermediate School

Date Reviewed 5/31/23 Concur Yes / No
Misty Shelton 5/31/23
Signature of Instructional Supervisor Date
Signature of Instructional Supervisor Date

Date Reviewed May 31, 2023 Concur Yes / No
Eric Cannon May 31, 2023
Signature of Special Programs Director Date

Date Reviewed 5/31/23 Concur Yes / No
Michelle Stewart 5/31/23
Signature of Director of Schools Date

Exceptions:

Centerville Intermediate School

Support Staff Re-Election

Support Staff to be Re-Elected

Renee Hill
Brandy Wesbrooks
Megan Holloway
Tiwana Booker
Misty Willis
Jill Ward
Ruth Gardner

Support Staff Not to be Re-Elected

Terri Perkins

Kate [Signature] 4/27/23 Principal Signature and Date
Misty Shelton 5/31/23 Supervisor Signature and Date
[Signature] Supervisor Signature and Date
Eric Cannon May 31, 2023 Supervisor Signature and Date
Michelle Helbert 5/31/23 Director of Schools Signature and Date

Hickman County Middle School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

Hickman County Middle School

I. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Vicki Beerman	2	No
Ryan Harrison	3	yes
Scott Tays	1	No
Shannon Tays	5	yes
Fatih Armstrong Tanner	4	yes
Amanda Kelly	4	yes
Zach Bentley	4	yes
Chastity Lampley	2	yes
Brandy Warren	8	yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
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Hickman County Middle School

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
Scott Tays	8th grade Science
Vicki Beerman	6th grade ELA

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2023-2024</u> <u>Yes/No</u>	<u>Position</u> <u>Last Held</u>
-------------	---	-------------------------------------

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Current</u>	<u>Is To Be</u> <u>Re-Elected</u>
----------------	--------------------------------------

Hickman County Middle School

Name

Position

Yes/No

VIII. Tenured And Recommended for Re-Election
(Administrators are not to recommend themselves)

Name

Shelby Owens
Beth Copley
Lonnie Mayberry
Robin DeVault
Jeff Church
Paul Gilbert
Tammy Worley
Christie Carter
Gayle Mathis
Tony Roder
Shaun Lawson
Mary Ellen Hatton
Cynthia Gasparro

Hickman County Middle School

Tina S. Thigpen
Signature of Principal

Friday, April 26, 2023
Date

Date Reviewed <u>5/31/23</u>	Concur <input checked="" type="radio"/> Yes / No
<u>Misty Shelton</u>	<u>5/31/23</u>
Signature of Instructional Supervisor	Date
Signature of Instructional Supervisor	Date

Date Reviewed <u>May 31, 2023</u>	Concur <input checked="" type="radio"/> Yes / No
<u>Eric Cannon</u>	<u>May 31, 2023</u>
Signature of Special Programs Director	Date

Date Reviewed <u>5/31/23</u>	Concur <input checked="" type="radio"/> Yes / No
<u>Michelle Gilbert</u>	<u>5/31/23</u>
Signature of Director of Schools	Date

Exceptions:

Hickman County Middle School

2023-2024

Support Staff Re-Election

Support Staff to be Re-Elected

Kim Totty
Sarah Eisenhuth
Anita Long
Jody Loveless
Sierra Seebeck (ESSER)
Mitzi Wolcott
Tammy Carroll
Amanda Bloodworth

Support Staff Not to be Re-Elected

Tina S. Thigpen *Friday, April 26, 2023*

Principal Signature and Date

Misty Shelton *5/31/23*

Supervisor Signature and Date

Supervisor Signature and Date

Eui Cannon *May 31, 2023*

Supervisor Signature and Date

Michelle Hewitt *5/31/23*

Director of Schools Signature and Date

Hickman County High School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

Hickman County High School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Lucindi Johnson	2	No
Scott Riley	7	Yes
Heather McCord	4	Yes
Ed Medford	4	Yes
Levi Griego	3	Yes
Chris Dawson	7	Yes
Roger McDonald	5	Yes
Dray Mercer	2	Yes
Barry Jones	1 1/2	Yes
Ben Bentley	1 1/2	Yes
Gabriel Ruiz-Ballard	1	No
Chauca Moore	1	No
Will Kapke	1	Yes
Robert Brewer	1	Yes
Kelly Medford	1	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
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Hickman County High School

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>Position</u>
Lucindi Johnston	ACT Prep/Gov't
Gabriel Ruiz-Ballard	Spanish
Chauca Moore	Biology

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2020-2021</u> <u>Yes/No</u>	<u>Position</u> <u>Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current</u> <u>Position</u>	<u>Is To Be</u> <u>Re-Elected</u> <u>Yes/No</u>
-------------	-----------------------------------	---

VIII. Tenured And Recommended for Re-Election (Administrators are not to recommend themselves)

Hickman County High School

Name

Jennifer Turpin
Terri Barber
Mark Delaney
Bruce Jackson
Jennifer Cooper
Becky Cude
Clay Chessor
Raven Davidson
Libby Betts
Larry Rochelle
Ron Mayberry
Wanda Warren
Tabby Plunkett
Jim Herron
Matthew Dotson
Talitha Beard
Julie Rice
Eddie Boone
Emily Cross
Kristin Carter
Amber Warren

Hickman County High School

R. R.

5/31/2023
Date

Signature of Principal

Date Reviewed _____	Concur	Yes / No
Signature of Instructional Supervisor		Date
Signature of Instructional Supervisor		Date

Date Reviewed <u>May 31, 2023</u>	Concur	<input checked="" type="radio"/> Yes / No
<u>Eric Cannon</u>		<u>May 31, 2023</u>
Signature of Special Programs Director		Date

Date Reviewed <u>5/31/23</u>	Concur	<input checked="" type="radio"/> Yes / No
<u>Michelle Hevert</u>		<u>5/31/23</u>
Signature of Director of Schools		Date

Exceptions:

Hickman County High School

Support Staff Re-Election

Support Staff to be Re-Elected

Lena Frazier
Jenny Weber
Shelia Plunkett
Hannah Parks
Brian Buttrey
Tonya Bragg
Jennie Morley

Support Staff Not to be Re-Elected

R. Br 5/31/2023

Principal Signature and Date

Supervisor Signature and Date

Supervisor Signature and Date

Eui Cannon May 31, 2023

Supervisor Signature and Date

Michelle Hewitt 5/31/23

Director of Schools Signature and Date

East Hickman Elementary School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

East Hickman Elementary School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Michele Griggs	4	yes
Rebekah Sorensen	4	yes
Landry Wade	3	Yes
Sarah Vander Leest	3	Yes
Catherine Shelby	4	Yes
Erin Morrow	2	Yes
Elizabeth Grover	11	Yes
Elizabeth Looney	2	Yes
Alayna Duffel	2	Yes
Crystal Litton	2.5	Yes
Emma Lane	2	No
Rachel Hudgins	2	Yes
Hope Clark	1	Yes
Hannah Redden	1	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

East Hickman Elementary School

II. Non-Tenured But Going On Tenure:

A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Ashley Wenner	6.5	Yes
Rachel Smith	11	Yes
Justin Warren	6	Yes

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
Emma Lane	teacher

IV. Tenured But Recommended For Dismissal
(Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2020-2021 Yes/No</u>	<u>Position Last Held</u>

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in

East Hickman Elementary School

agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
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VIII. Tenured And Recommended for Re-Election
(Administrators are not to recommend themselves)

Name

Lynne Anderson
Jessica Armstrong
Laura Arnold
Beth Beard
Lori Bentley
Elizabeth Cannon
Yvonne Daniel
Angelica Essary
Allison Gilbert
Alisa Keller
Ella Lassar
Sara Lawson
Stephanie Overbey
Michelle O'Guin
Angie Petty
Cathy Smith
Amanda Spivey
Katelyn Tanner
Kim Taylor
Amanda Tidwell
Jennifer Knight
Angela West
Rachel McCaleb

East Hickman Elementary School

Lexha Coble
Signature of Principal

5/31/23
Date

Date Reviewed <u>5/31/23</u>	Concur	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Misty Shelton</u>			<u>5/23/31</u>
Signature of Instructional Supervisor			Date
Signature of Instructional Supervisor			Date

Date Reviewed <u>May 31, 2023</u>	Concur	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Eric Cannon</u>			<u>May 31, 2023</u>
Signature of Special Programs Director			Date

Date Reviewed <u>5/31/23</u>	Concur	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Michelle Stewart</u>			<u>5/31/23</u>
Signature of Director of Schools			Date

Exceptions:

East Hickman Elementary School

2023-2024
Support Staff Re-Election

Support Staff to be Re-Elected

Tabby Breace-attendance	Yes
Darlene Saleh-bookkeeping	Yes
Donna Gossett-General Ed	Yes
Tatia Capley-Sped 1st	Yes
Amanda Redden-Sp Ed Prek	Yes
Christy Fisher-Sped Prek	Yes
Jennifer Morgan-one on one	Yes
Brian Armstrong-Sped 2nd	Yes
Valerie King-General Ed	Yes
Shyla Lampley-PreK	Yes
Marryanne Opperman-K Sp Ed	Yes
Danette Williams-ELC	Yes
Bobbie DeCourt- one on one (ESSER)	Yes

Support Staff Not to be Re-Elected

Stephanie Bodine

Pam Hunnicutt

Leisha Able 5/31/23

Principal Signature and Date

Misty Snelton 5/31/23

Supervisor Signature and Date

Supervisor Signature and Date

Eri Cannon 5/31/23

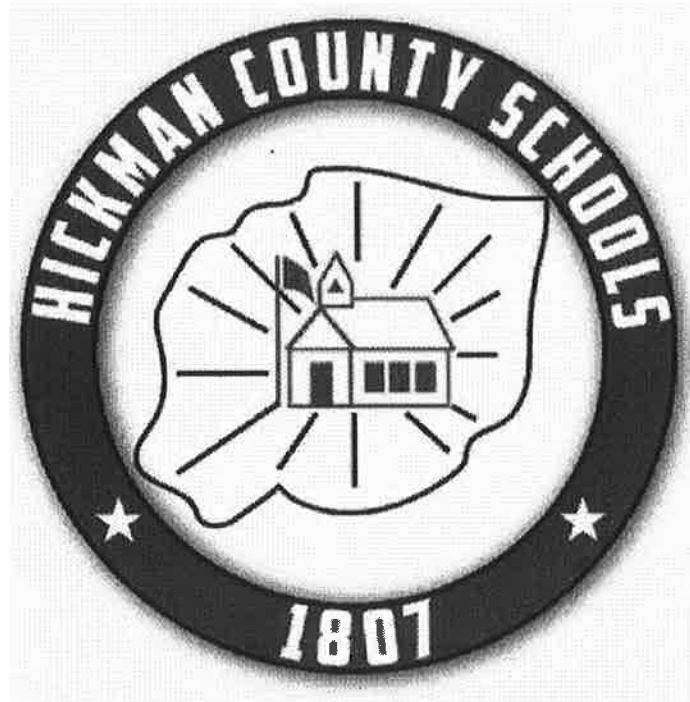
Supervisor Signature and Date

Michelle Hewitt 5/31/23

Director of Schools Signature and Date

East Hickman Intermediate School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

East Hickman Intermediate School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met		
Tonda Gainey	1	Yes
Jenny Sensing	1	Yes
Kelly Cochran	4	Yes
Sandra Schumann	4	Yes
Erin Morrow	3	Yes
Lori Isbell	2	Yes
Hannah Stevens	2	Yes
Donna Qualls	1 month	Yes
Abby Beard	1	Yes
Hannah Redden	1	Yes
Dillon Shelby	5	Yes

East Hickman Intermediate School

II. Non-tenured But Going On Tenure:

A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Elizabeth Odom	6	Yes
Sandie Luna	6	Yes
Sarah Booker	9	Yes
Dereck Hale	8	Yes
Sandra Pape	7	Yes
Chenille Bonin	8	Yes

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
Stephanie Hastings	5th (retiring)
Melinda Parchman	5th (retiring)

IV. Tenured But Recommended For Dismissal

(Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2020-2021 Yes/No</u>	<u>Position Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Current</u>	<u>Is To Be Re-Elected</u>
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East Hickman Intermediate School

Name

Position

Yes/No

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Debbie Gross
Celine Powell
Eden Creasy
Tiffany Semore
Tonia Breece
Lora (Nicki) Cole
Cassie Hale
Michael Hanes
Cheryl Kiessling
Michelle Lambert
Jennifer Lange
Diana Lankford
Deana Graham
Kim Smith
Nick Simmons
Pat Qualls

East Hickman Intermediate School

Marcy Adwell
Signature of Principal

4-25-23
Date

Date Reviewed 5/31/23 Concur Yes / No

Misty Sutton
Signature of Instructional Supervisor

5/31/23
Date

Signature of Instructional Supervisor

Date

Date Reviewed May 31, 2023 Concur Yes / No

Eri Cannon
Signature of Special Programs Director

May 31, 2023
Date

Date Reviewed 5/31/23 Concur Yes / No

Michelle Hevert
Signature of Director of Schools

5/31/23
Date

Exceptions:

East Hickman Intermediate School

Support Staff Re-Election

Support Staff to be Re-Elected

Rhonda Deal
Ashlie Gillette
Jill Atchison
Kari Thomason
Hillarie Barber
Crissy Goodwin
Lindsey Deal
Cameron Bowdoin
Lauren Johnson
Katie Bowdoin

Support Staff Not to be Re-Elected

Marcy Tidwell
Misty Shelton

Principal Signature and Date

4/25/23

Supervisor Signature and Date

5/31/23

Supervisor Signature and Date

Eric Cannon May 31, 2023

Supervisor Signature and Date

Michelle Gilbert 5/31/23

Director of Schools Signature and Date

East Hickman Middle School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

East Hickman Middle School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Kristin Dunn	4	Yes
Preston Hall	5	Yes
Tori McClanahan	5	Yes
Jennifer Clendenion	7	Yes
Tara Rhea	7	Yes
Jared Berg	2	Yes
Shelley Wood	2	Yes
Sam McGreevy	1.5	No
Mark Gobble	1	Yes
Spencer Harris	1	Yes
Cora Mathews	1	Yes
Chris Schwerdtfeger	1	Yes
Kristin Kelly	1	Yes
Rachel Howsden	1	Yes
Jeffrey Carroll	.2	Yes
Cole Keller	1	No

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

East Hickman Middle School

II. Non-Tenured But Going On Tenure:

A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
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III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
Sam McGreevy	7th grade
Cole Keller	6th grade

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2022-2023 Yes/No</u>	<u>Position Last Held</u>
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East Hickman Middle School

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
-------------	-----------------------------	---

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Melanine Livengood
Darrell Hanes
Christian Fisher
Brian Graham
Kerri Crafton
Greg Gunther
Shannon Nolen
Karen Cost
Michael Redding

East Hickman Middle School

Bryan Anfi 5/5/23
Signature of Principal Date

Date Reviewed	<u>5/31/23</u>	Concur	<input checked="" type="radio"/> Yes / No	
<u>Misty Shelton</u>				<u>5/31/23</u>
Signature of Instructional Supervisor				Date
Signature of Instructional Supervisor				Date

Date Reviewed	<u>May 31, 2023</u>	Concur	<input checked="" type="radio"/> Yes / No	
<u>Eric Cannon</u>				<u>May 31, 2023</u>
Signature of Special Programs Director				Date

Date Reviewed	<u>5/31/23</u>	Concur	<input checked="" type="radio"/> Yes / No	
<u>Michelle Gilbert</u>				<u>5/31/23</u>
Signature of Director of Schools				Date

Exceptions:

East Hickman Middle School

2023-2024

Support Staff Re-Election

Support Staff to be Re-Elected

Stephanie Bailey	Yes
Liz Bruinsma	Yes
Mary S. Green	Yes
Casey Lawhon	Yes
Shelitta Sowell	Yes
Crystal Webb	Yes
Brenda Lynch	Yes
Tiffany Plunk	Yes

Support Staff Not to be Re-Elected

<u>Bryce Angli</u> 5/5/23	Principal Signature and Date
<u>Misty Shelton</u> 5/31/23	Supervisor Signature and Date
_____	Supervisor Signature and Date
<u>Eric Cannon</u> May 31, 2023	Supervisor Signature and Date
<u>Michelle Slivent</u> 5/31/23	Director of Schools Signature and Date

East Hickman High School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2023-2024 School Year**

East Hickman High School

I. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Myles Williams	10	Yes
Aaron Saunders	4	Yes
Kittie Atencio	4	Yes
Billy Sawyer	3	Yes
Wesley Whitaker	2	Yes
Charles Thompson	2	Yes
Nikki Booth	1	Yes
Shannon Profit	1	Yes
Brittany Gilbert	1	Yes
Caleb Brewer	1	Yes
Robert Brewer	1	Yes
Cullin Homolka	1	Yes
Jennie Presson	1	Yes
Bonnie Kelley	4	No
Ernesto Rosas	1	No
Demetria Worley	4	Yes
Robert Brewer	1	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
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East Hickman High School

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Bonnie Kelly	4	No
Ernesto Rosas	1	No

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2020-2021 Yes/No</u>	<u>Position Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
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VIII. Tenured And Recommended for Re-Election (Administrators are not to recommend themselves)

Name
 Scott Angell
 Chris Austin
 Charlotte Boehms
 David Carter

East Hickman High School

Robin Castleberry
Todd Collins
Dana Cook
Emily Cross
Sarah Delaney
Robyn Emerson
Connie Graves
Alice Guardo
Greg Gunther
Brett Lovett
Mickey Mathis
Amy Matney
Greg Matney
Leanna McCaleb
Cyndi Morgan
Robert Phillips
Kenda Polk
Tracy Poth
Beth Robinson
Sheryl Robinson
Drew Smith
Jennifer Turpin
Crystal Wilson

East Hickman High School

Kimberly Williams

5/31/2023

Signature of Principal

Date

Date Reviewed _____ Concur Yes / No

Signature of Instructional Supervisor

Date

Signature of Instructional Supervisor

Date

Date Reviewed _____ Concur Yes / No

Signature of Special Programs Director

Date

Date Reviewed _____ Concur Yes / No

Signature of Director of Schools

Date

Exceptions

East Hickman High School

Signature of Principal Date

Date Reviewed _____ Concur Yes / No

Signature of Instructional Supervisor Date

Signature of Instructional Supervisor Date

Date Reviewed May 31, 2023 Concur Yes / No

Eric Cannon

Signature of Special Programs Director Date

Date Reviewed 5/31/23 Concur Yes / No

Michelle Leiver

Signature of Director of Schools

5/31/23
Date

Exceptions:

East Hickman High School

2023-2024

Support Staff Re-Election

Support Staff to be Re-Elected

Missy Collins
Lisa Gordon
Donna Holt
Shelly Patterson
Mark Pawlak
Aaron Taylor
Condi Wallace
Lisa Williams

Support Staff Not to be Re-Elected

Kimberly Williams 5/31/23

Principal Signature and Date

Supervisor Signature and Date

Supervisor Signature and Date

Supervisor Signature and Date

Director of Schools Signature and Date

East Hickman High School

Support Staff Re-Election

Support Staff to be Re-Elected

Missy Collins
Lisa Gordon
Donna Holt
JoJo Nordike
Shelly Patterson
Mark Pawlak
Aaron Taylor
Condi Wallace
Lisa Williams

Support Staff Not to be Re-Elected

Principal Signature and Date

Supervisor Signature and Date

Supervisor Signature and Date

Eui Cannon May 31, 2023

Supervisor Signature and Date

Michele Hilvert 5/31/23

Director of Schools Signature and Date

Tennessee School Systems for Equity

Wayne Qualls, Executive Director

2023 – 2024 Membership Dues Invoice

HICKMAN Co.

Board of Education

Dues Structure

ADM Used is 6th Month of Current FY AS Reported To TDOE By LEA
\$1.50 Per Student Up To First 1500 ADM
\$0.75 Per Student Up To Next 3000 ADM
Calculation Capped At 4500 ADM

3001

6th Month FY 2022-2023 ADM

I. \$1.50 X $\frac{1500}{\text{ADM Up To First 1500 Students}}$ = \$ 2,250.00

II. \$0.75 X $\frac{1501}{\text{ADM Up To Next 3000 Students (Capped at 4500 ADM by TSSE Board)}}$ = \$ 1,126.00

III. Total Amount of Dues for 2023–2024 (I+II) = \$ 3,376.00

**Please Remit To: TSSE
2880 Dodd Hollow Road
Centerville, TN 37033**

ADVERTISEMENT FOR BID

Sealed bids for Two Schools Partial Re-roof, Centerville Intermediate School, and East Hickman Intermediate School, located in Hickman County, Tennessee will be received until 1:00 P. M. local time, on Thursday, May 25, 2023 at the Hickman County Schools Office, 115 Murphree Ave., Centerville, TN 37033 at which time and place they will be publicly opened and read aloud.

Beginning Wednesday, April 26, 2023, Contract Documents may be viewed and will be available for the cost of reproduction at:

Lester Digital Reprographics, LLC
1633 West Main Street, Suite 900 Lebanon, TN 37087-3375
Telephone: 615-443-3033

www.ldrplanroom.com

Plans and specifications can be viewed on-line at:

www.ldrplanroom.com

5% Bidders Bond is required.

Performance Bond and Payment Bond in the full amount of the bid will be required.

All bidders must be licensed Contractors as required by the Contractors Licensing Act of 1976, as currently amended.

All bidders shall comply with conditions and requirements set forth in T.C.A. 49-5-406

A pre-bid meeting will be held 11:00 A. M. local time, on Thursday, May 4, 2023, at the Centerville Intermediate School Gym, 110 Mary Fields Ave. Centerville, TN 37033

Contact Mike Plunkett, Director of Maintenance and Facilities, for access to the buildings.

Phone: 931-729-3391 ext. 3
Cell: 931-306-7401

Present Penny Mayberry
Debbie Byrce

Foam-Crete, Inc
- combined bid - \$ 230,000

TLC Pro Roofing, LLC
- combined bid - \$ 273,900

Porter Roofing Contractors, Inc
- combined bid - \$ 243,556

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Foam-Crete, Inc. of Chattanooga
2833 Calhoun Avenue, Chattanooga, TN 37407

as Principal, hereinafter called the Principal, and
Western Surety Company

151 N. Franklin Street, Chicago, IL 60606

a corporation duly organized under the laws of the State of SD
as Surety, hereinafter called the Surety, are held and firmly bound unto
Hickman County Schools

115 Murphree Avenue, Centerville, TN 37033

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ 5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

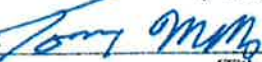
WHEREAS, the Principal has submitted a bid for Two Schools Partial Re-Roof; Centerville Intermediate School & East Hickman Intermediate School

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 25th day of May, 2023


(Witness)

Foam-Crete, Inc. of Chattanooga
(Principal) (Seal)

By: 
(Title)

Western Surety Company
(Surety) (Seal)

By: 
(Title)

Patricia S. Kleehammer, Attorney-in-Fact



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Patricia S. Kleehammer , Individually

of Woodstock, GA its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

Surety Bond No.: Bid Bond
Principal: Foam-Crete, Inc. of Chattanooga
Obligee: Hickman County Schools

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 9th day of May, 2023.



WESTERN SURETY COMPANY

Larry Kasten

Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 9th day of May, 2023, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026



M. Bent

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 25th day of May, 2023.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Form F4280-4-2023

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

BID FORM

Address Bids To:

Michelle Gilbert, Director
Hickman County Schools
115 Murphree Ave.
Centerville, TN 37033

Time for Receiving Bids

Until 1:00 P.M. Local Time,
on Thursday, May 25, 2023

Dear Sir:

The undersigned, having carefully familiarized himself (or themselves) with the existing conditions at the building and with the drawings and specifications prepared by Kaatz, Binkley Jones and Morris Architects, Inc., 1008 Charlie Daniels Parkway, Mt. Juliet, Tennessee hereby proposes to construct Two Schools Partial Re-roof Projects located in Hickman County, Tennessee (Centerville Intermediate School and East Hickman Intermediate School) in accordance with Drawings and Specifications for the sum of:

PACKAGE "A" (Partial Re-roofing at Centerville Intermediate School)

One hundred fifteen thousand and 00/100 _____ Dollars (\$ 115,000.00).
hereinafter referred to as the Base Bid "A"

PACKAGE "B" (Partial Re-roofing at East Hickman Intermediate School)

One hundred fifteen thousand and 00/100 _____ Dollars (\$ 115,000.00).
hereinafter referred to as the Base Bid "B"

COMBINED PRICE: PACKAGES "A" & "B"

Two hundred thirty thousand and 00/100 _____ Dollars (\$ 230,000.00).
hereinafter referred to as the Base Bid Combined

UNIT PRICES FOR ALLOWANCES:

Removal and replacement of existing Three _____ Dollars (\$ 3.00) per bd. ft.
wood nailers

Removal and replacement of existing Twelve and 50/100 _____ Dollars (\$ 12.50) per sq. ft.
metal deck

Removal and replacement of existing Three hundred fifty _____ Dollars (\$ 350.00) per each.
overflow scupper

Removal and replacement of existing Three and 50/100 _____ Dollars (\$ 3.50) per bd. ft.
wood top plate at parapet walls

STIPULATIONS

In submitting the bids, the undersigned agrees:

1. Bids will not be withdrawn within the period of 30 calendar days following the opening thereof.
2. If notified of the acceptance of this bid, to execute a contract for the work and deliver to the Owner the performance and payment bond specified, within 10 calendar days after such notification.
3. That the Work included under the contract shall be substantially completed as follows:
 - Centerville Intermediate School within 120 calendar days from issuance of Notice to Proceed.
 - East Hickman Intermediate School within 120 calendar days from issuance of Notice to Proceed.

Liquidated damages in the amount of \$500.00 per calendar day shall be imposed on the contractor for every day past the deadline noted above until the project is substantially complete and accepted by the Owner.

4. That the right is reserved by the Owner to reject any or all bids and to waive any informalities in bids received.
5. That the Owner shall have the right to accept Bid Packages in any order or combination and to determine the low Bidder on the basis of the sum of the Bid Packages accepted.
6. No contract is given or implied regarding the project until funding is appropriated, and the Owner has offered a written contract to the contractor and both parties have fully executed the contract. No offer has been made to the contractor until the aforementioned items have transpired.
7. All reference to Arbitration within the documents is hereby deleted with regard to this project.
8. The Bidder agrees to furnish for the above sum all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of the Work in complete accordance with the shown, noted, described and reasonable intended requirements of the Contract Documents with the definite understanding that no money will be allowed for extra work, except as set forth in the Contract Documents. Additionally, the Bidder agrees, for the above sum, to furnish, without additional compensation, complete, fully functional, and workable systems, as described in the Contract Documents, properly coordinated, as required with other portions of the work. **Contractor generated change orders will not be accepted.**

The Bidder agrees that the Bid Documents have been thoroughly reviewed prior to submitting a bid and that discrepancies, conflicts, errors, and/or omissions within the documents have been brought to the attention of the Owner, Owner's Agents, Designer and/or Designer's Consultants and have been resolved prior to submission of bids. In the event that discrepancies, conflicts, errors, and/or omissions within the documents have not been resolved, the bidder acknowledges that cost allowances have been included in the bid for these items. Contractor generated change orders or requests for additional compensation will not be accepted by the Owner, Owner's Agents, Owner's Client, Designer, and/or Designer's Consultants with regard to these items.

9. Attachments to be included with the Bid Form are the Bid Bond covering the project and the Iran Divestment Act Certification Form
10. Not used

11. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated § 50-9-113 (Drug-Free Workplace) enacted by the General Assembly in the year 2000. The Bidder further agrees to submit a formal certification thereof prior to commencing work.
12. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Public Chapter No.587 / Senate Bill No. 2048 (Employee Background Check) and TCA 49-5-406. The Bidder further agrees to submit a formal certification thereof prior to commencing work.
13. By submission of this bid and signature thereof, the Bidder acknowledges, should they be awarded a contract, the project will be constructed in compliance with applicable provisions of Federal, State, and Local law.
14. The Bidder agrees to provide the following information within 48 hours after the bid:
 - a. Schedule of Values (Refer to Project Manual, Section 01 25 00 – Submittals, Paragraph 1.02 – Submittals for information required). Note, Division 1 sections of the project manual shall be included with the line item for “General Conditions”
15. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated §§ 12-12-101 –12-12-113 (Iran Divestment Act) enacted by the General Assembly in the year 2016. The Bidder shall include the certification within the bid envelope.
16. By submission of this bid and signature thereof, the Bidder acknowledges that complete sets of Bidding Documents including issued Addenda have been utilized in compiling the Bid.
17. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated §§ 12-4-119 (Boycott of Israel Act) enacted by the General Assembly in the year 2022. The Bidder shall include the certification within the bid envelope

RECEIPT OF DRAWINGS:

Receipt is acknowledged of the Drawings and Project Manual identified by Commission No. 2906-23 dated April 26, 2023; and addenda and supplementary drawings listed under “Addenda Receipt” attached.

FIRM NAME Foam-Crete, Inc. of Chattanooga

STATE OF INCORPORATION Tennessee

BY 

TITLE Vice President

Date 05/25/2023

OFFICIAL ADDRESS AND TELEPHONE:

2833 Calhoun Avenue

Chattanooga, TN 37407

Telephone: 423-629-7337

Note: If by a corporation, this bid must have the signature required by its bylaws.

ADDENDA RECEIPT: (List addenda and supplementary drawings and the date received).

<u>Title</u>	<u>Date Received</u>
N/A	N/A

BID SECURITY:

Security in the sum of Eleven thousand five hundred and 00/100 Dollars
(\$ 11,500.00), is submitted herewith.

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF Tennessee

COUNTY OF Hamilton

The undersigned, principal officer of Foam-Crete, Inc. of Chattanooga, an employer of five (5) or more employees contracting with Hickman County government to provide construction services, hereby states under oath as follows:

1. The under signed is a principal officer of Foam-Crete, Inc. of Chattanooga (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Tommy Miller

Principal Officer

STATE OF Tennessee

COUNTY OF Hamilton

Before me personally appeared Tommy Miller, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 25 day of May, 2023.

Anna P. Scire
Notary Public

My commission expires: 07/30/2025



IRAN DIVESTMENT ACT CERTIFICATION

I understand that under the Iran Divestment Act, T. C. A. 12-12-101—12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer, as required by T. C. A. 12-12-106, has created a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of the State of Tennessee, and any such contract will be considered void ab initio under T. C. A. 12-12-110. The list is published on the Tennessee Department of General Services' website at:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106%20Iran%20Divestment%20Act%20updated%207.7.17.pdf)

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T. C. A. 12-12-106

Bidder Name: Foam-Crete, Inc. of Chattanooga

Bidder Signature: 

Date of Certification: MAY 25, 2023

BOYCOTT OF ISRAEL ACT CERTIFICATION

I understand that under the Boycott of Israel Act, T. C. A. 12-4-119, political subdivisions in Tennessee are prohibited from entering into any procurement or contract, over \$250,000 or to contractors with ten (10) or more employees, with a Company who engages in a "Boycott of Israel". Any contract entered into on or after July 1, 2022, that fails to comply with this section is void.

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not engaged in, and will not for the duration of the contract engage in, a boycott of Israel pursuant to T. C. A. 12-4-119

Bidder Name: Foam-Crete, Inc. of Chattanooga

Bidder Signature: 

Date of Certification: MAY 25, 2023

BID FORM

Address Bids To:

Michelle Gilbert, Director
Hickman County Schools
115 Murphree Ave.
Centerville, TN 37033

Time for Receiving Bids

Until 1:00 P.M. Local Time,
on Thursday, May 25, 2023

Dear Sir:

The undersigned, having carefully familiarized himself (or themselves) with the existing conditions at the building and with the drawings and specifications prepared by Kaatz, Binkley Jones and Morris Architects, Inc., 1008 Charlie Daniels Parkway, Mt. Juliet, Tennessee hereby proposes to construct Two Schools Partial Re-roof Projects located in Hickman County, Tennessee (Centerville Intermediate School and East Hickman Intermediate School) in accordance with Drawings and Specifications for the sum of:

PACKAGE "A" (Partial Re-roofing at Centerville Intermediate School)

ONE HUNDRED THIRTY SEVEN THOUSAND FOUR HUNDRED Dollars (\$ 137,400.)
hereinafter referred to as the Base Bid "A"

PACKAGE "B" (Partial Re-roofing at East Hickman Intermediate School)

ONE HUNDRED THIRTY SEVEN THOUSAND FOUR HUNDRED Dollars (\$ 137,400.)
hereinafter referred to as the Base Bid "B"

COMBINED PRICE: PACKAGES "A" & "B"

TWO HUNDRED SEVENTY THREE THOUSAND NINE HUNDRED Dollars (\$ 273,900.)
hereinafter referred to as the Base Bid Combined

UNIT PRICES FOR ALLOWANCES:

Removal and replacement of existing THREE + 50/100 Dollars (\$ 3⁵⁰) per bd. ft.
wood nailers

Removal and replacement of existing SIX + 50/100 Dollars (\$ 6⁵⁰) per sq. ft.
metal deck

Removal and replacement of existing THREE HUNDRED FIFTY Dollars (\$ 350⁰⁰) per each.
overflow scupper

Removal and replacement of existing THREE + 50/100 Dollars (\$ 3⁵⁰) per bd. ft.
wood top plate at parapet walls

11. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated § 50-9-113 (Drug-Free Workplace) enacted by the General Assembly in the year 2000. The Bidder further agrees to submit a formal certification thereof prior to commencing work.
12. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Public Chapter No.587 / Senate Bill No. 2048 (Employee Background Check) and TCA 49-5-406. The Bidder further agrees to submit a formal certification thereof prior to commencing work.
13. By submission of this bid and signature thereof, the Bidder acknowledges, should they be awarded a contract, the project will be constructed in compliance with applicable provisions of Federal, State, and Local law.
14. The Bidder agrees to provide the following information within 48 hours after the bid:
 - a. Schedule of Values (Refer to Project Manual, Section 01 25 00 – Submittals, Paragraph 1.02 – Submittals for information required). Note, Division 1 sections of the project manual shall be included with the line item for "General Conditions"
15. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated §§ 12-12-101 –12-12-113 (Iran Divestment Act) enacted by the General Assembly in the year 2016. The Bidder shall include the certification within the bid envelope.
16. By submission of this bid and signature thereof, the Bidder acknowledges that complete sets of Bidding Documents including issued Addenda have been utilized in compiling the Bid.
17. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated §§ 12-4-119 (Boycott of Israel Act) enacted by the General Assembly in the year 2022. The Bidder shall include the certification within the bid envelope

RECEIPT OF DRAWINGS:

Receipt is acknowledged of the Drawings and Project Manual identified by Commission No. 2906-23 dated April 26, 2023; and addenda and supplementary drawings listed under "Addenda Receipt" attached.

FIRM NAME TLC PRO ROOFING LLC
 STATE OF INCORPORATION TN
 BY [Signature] LESLIE J. WILSON
 TITLE MANAGER
 Date 5/25/23

OFFICIAL ADDRESS AND TELEPHONE:

1030 ISAAC FRANKLIN DR.
GALLATIN, TN 37066
 Telephone: 615 426-3924

Note: If by a corporation, this bid must have the signature required by its bylaws.

ADDENDA RECEIPT: (List addenda and supplementary drawings and the date received).

Title

Date Received

BID SECURITY:

Security in the sum of _____ Dollars
(\$ _____), is submitted herewith.

SEE BID BOND

Dollars

NEXT PAGE

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

TLC Pro Roofing, LLC
1030 Isaac Franklin Drive
Gallatin, TN 37066

SURETY:

(Name, legal status and principal place of business)

Old Republic Surety Company
P. O. Box 1635
Milwaukee, WI 53201-1635
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Hickman County

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

TN

BOND AMOUNT:

5%

Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Partial Reroof at 2 Schools Centerville Intermediate School and East Hickman Intermediate School

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 25th day of May, 2023.

Alexa Williams
(Witness)

[Signature]
(Witness)

TLC Pro Roofing, LLC

(Principal)

[Signature]
(Seal)

By:

(Title)

[Signature]
MEMBER
MANAGER

Old Republic Surety Company

(Surety)

(Seal)

By:

(Title) Andrea Leach

Attorney-in-Fact

Andrea Leach





POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

Andrea Leach

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof. (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows

ALL WRITTEN INSTRUMENTS

Principal: TLC Pro Roofing, LLC

Obligee: Hickman County

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
(ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
(iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 20th day of September 2022

OLD REPUBLIC SURETY COMPANY

[Signature of Karen J. Haffner]
Assistant Secretary



[Signature of Alan Paylic]
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 20th day of September, 2022, personally came before me, Alan Paylic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



[Signature of Kathryn R. Pearson]
Notary Public

My Commission Expires: September 28, 2026
(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



Signed and sealed at the City of Brookfield, WI this 25th day of May 2023

[Signature of Karen J. Haffner]
Assistant Secretary

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TN

COUNTY OF Sumner

The undersigned, principal officer of TLC PRO ROOFING LLC, an employer of five (5) or more employees contracting with Sumner County government to provide construction services, hereby states under oath as follows: FICKMAN

1. The under signed is a principal officer of TLC PRO ROOFING LLC (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

[Signature]
Principal Officer

STATE OF Tennessee

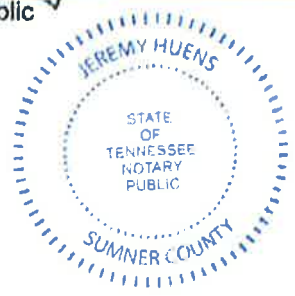
COUNTY OF Sumner

Before me personally appeared Leslie Williams, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 23RD day of May, 2023.

[Signature]
Notary Public

My commission expires: 06/24/25



IRAN DIVESTMENT ACT CERTIFICATION

I understand that under the Iran Divestment Act, T. C. A. 12-12-101—12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer, as required by T. C. A. 12-12-106, has created a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of the State of Tennessee, and any such contract will be considered void ab initio under T. C. A. 12-12-110. The list is published on the Tennessee Department of General Services' website at:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106%20Iran%20Divestment%20Act%20updated%207.7.17.pdf)

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T. C. A. 12-12-106

Bidder Name: TLC PRO ROOFING LLC

Bidder Signature:  LESLIE J. WILLIAMS

Date of Certification: 5/24/23


BOYCOTT OF ISRAEL ACT CERTIFICATION

I understand that under the Boycott of Israel Act, T. C. A. 12-4-119, political subdivisions in Tennessee are prohibited from entering into any procurement or contract, over \$250,000 or to contractors with ten (10) or more employees, with a Company who engages in a "Boycott of Israel". Any contract entered into on or after July 1, 2022, that fails to comply with this section is void.

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not engaged in, and will not for the duration of the contract engage in, a boycott of Israel pursuant to T. C. A. 12-4-119

Bidder Name: TLC Pro Roofing LLC

Bidder Signature: 
LESLIE J. WILLIAMS

Date of Certification: 5/24/23

State of Tennessee

394873

13162716

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR
TLC PRO ROOFING LLC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 66350
LIC STATUS: ACTIVE
EXPIRATION DATE: November 30, 2024
\$3,000,000; BC



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

DRUG-FREE WORKPLACE AFFIDAVIT

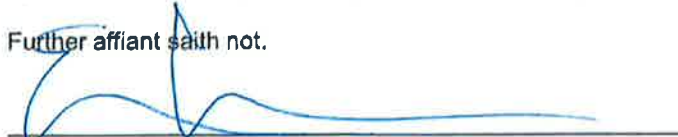
STATE OF Tennessee

COUNTY OF City of Morrison

The undersigned, principal officer of Porter Roofing Contractor's Inc., an employer of five (5) or more employees contracting with Warren County government to provide construction services, hereby states under oath as follows:

1. The under signed is a principal officer of Porter Roofing Contractors, Inc. (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.



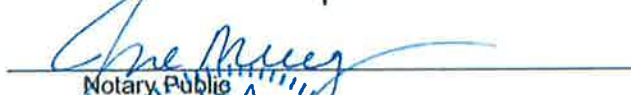
Principal Officer

STATE OF Tennessee

COUNTY OF Warren

Before me personally appeared Eric Carbon, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 23rd day of May, 2023.



Notary Public

My commission expires: 12/14/24



IRAN DIVESTMENT ACT CERTIFICATION


I understand that under the Iran Divestment Act, T. C. A. 12-12-101—12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer, as required by T. C. A. 12-12-106, has created a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of the State of Tennessee, and any such contract will be considered void ab initio under T. C. A. 12-12-110. The list is published on the Tennessee Department of General Services' website at:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106%20Iran%20Divestment%20Act%20updated%207.7.17.pdf)

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T. C. A. 12-12-106

Bidder Name: Eric Cason

Bidder Signature: 

Date of Certification: 05/23/2023

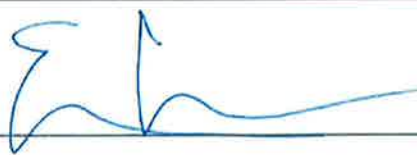
BOYCOTT OF ISRAEL ACT CERTIFICATION

I understand that under the Boycott of Israel Act, T. C. A. 12-4-119, political subdivisions in Tennessee are prohibited from entering into any procurement or contract, over \$250,000 or to contractors with ten (10) or more employees, with a Company who engages in a "Boycott of Israel". Any contract entered into on or after July 1, 2022, that fails to comply with this section is void.

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not engaged in, and will not for the duration of the contract engage in, a boycott of Israel pursuant to T. C. A. 12-4-119

Bidder Name: Eric Cason

Bidder Signature: 

Date of Certification: 05/23/2023

BID FORM

Address Bids To:

Michelle Gilbert, Director
Hickman County Schools
115 Murphree Ave.
Centerville, TN 37033

Time for Receiving Bids

Until 1:00 P.M. Local Time,
on Thursday, May 25, 2023

Dear Sir:

The undersigned, having carefully familiarized himself (or themselves) with the existing conditions at the building and with the drawings and specifications prepared by Kaatz, Binkley Jones and Morris Architects, Inc., 1008 Charlie Daniels Parkway, Mt. Juliet, Tennessee hereby proposes to construct Two Schools Partial Re-roof Projects located in Hickman County, Tennessee (Centerville Intermediate School and East Hickman Intermediate School) in accordance with Drawings and Specifications for the sum of:

PACKAGE "A" (Partial Re-roofing at Centerville Intermediate School)

One hundred and twenty-one thousand, seven hundred and seventy-eight Dollars (\$ 121,778.00).
hereinafter referred to as the Base Bid "A"

PACKAGE "B" (Partial Re-roofing at East Hickman Intermediate School)

One hundred and twenty-one thousand, seven hundred and seventy-eight Dollars (\$ 121,778.00).
hereinafter referred to as the Base Bid "B"

COMBINED PRICE: PACKAGES "A" & "B"

Two hundred and forty-three thousand, five hundred and fifty-six Dollars (\$ 243,556.00).
hereinafter referred to as the Base Bid Combined

UNIT PRICES FOR ALLOWANCES:

Removal and replacement of existing seven dollars Dollars (\$ 7.00) per bd. ft.
wood nailers

Removal and replacement of existing eight dollars and fifty cents Dollars (\$ 8.50) per sq. ft.
metal deck

Removal and replacement of existing five hundred Dollars (\$ 500.00) per each.
overflow scupper

Removal and replacement of existing seven dollars Dollars (\$ 7.00) per bd. ft.
wood top plate at parapet walls

STIPULATIONS

In submitting the bids, the undersigned agrees:

1. Bids will not be withdrawn within the period of 30 calendar days following the opening thereof.
2. If notified of the acceptance of this bid, to execute a contract for the work and deliver to the Owner the performance and payment bond specified, within 10 calendar days after such notification.
3. That the Work included under the contract shall be substantially completed as follows:
 - Centerville Intermediate School within 120 calendar days from issuance of Notice to Proceed.
 - East Hickman Intermediate School within 120 calendar days from issuance of Notice to Proceed.

Liquidated damages in the amount of \$500.00 per calendar day shall be imposed on the contractor for every day past the deadline noted above until the project is substantially complete and accepted by the Owner.

4. That the right is reserved by the Owner to reject any or all bids and to waive any informalities in bids received.
5. That the Owner shall have the right to accept Bid Packages in any order or combination and to determine the low Bidder on the basis of the sum of the Bid Packages accepted.
6. No contract is given or implied regarding the project until funding is appropriated, and the Owner has offered a written contract to the contractor and both parties have fully executed the contract. No offer has been made to the contractor until the aforementioned items have transpired.
7. All reference to Arbitration within the documents is hereby deleted with regard to this project.
8. The Bidder agrees to furnish for the above sum all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of the Work in complete accordance with the shown, noted, described and reasonable intended requirements of the Contract Documents with the definite understanding that no money will be allowed for extra work, except as set forth in the Contract Documents. Additionally, the Bidder agrees, for the above sum, to furnish, without additional compensation, complete, fully functional, and workable systems, as described in the Contract Documents, properly coordinated, as required with other portions of the work. **Contractor generated change orders will not be accepted.**

The Bidder agrees that the Bid Documents have been thoroughly reviewed prior to submitting a bid and that discrepancies, conflicts, errors, and/or omissions within the documents have been brought to the attention of the Owner, Owner's Agents, Designer and/or Designer's Consultants and have been resolved prior to submission of bids. In the event that discrepancies, conflicts, errors, and/or omissions within the documents have not been resolved, the bidder acknowledges that cost allowances have been included in the bid for these items. Contractor generated change orders or requests for additional compensation will not be accepted by the Owner, Owner's Agents, Owner's Client, Designer, and/or Designer's Consultants with regard to these items.

9. Attachments to be included with the Bid Form are the Bid Bond covering the project and the Iran Divestment Act Certification Form
10. Not used

11. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated § 50-9-113 (Drug-Free Workplace) enacted by the General Assembly in the year 2000. The Bidder further agrees to submit a formal certification thereof prior to commencing work.
12. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Public Chapter No.587 / Senate Bill No. 2048 (Employee Background Check) and TCA 49-5-406. The Bidder further agrees to submit a formal certification thereof prior to commencing work.
13. By submission of this bid and signature thereof, the Bidder acknowledges, should they be awarded a contract, the project will be constructed in compliance with applicable provisions of Federal, State, and Local law.
14. The Bidder agrees to provide the following information within 48 hours after the bid:
 - a. Schedule of Values (Refer to Project Manual, Section 01 25 00 – Submittals, Paragraph 1.02 – Submittals for information required). Note, Division 1 sections of the project manual shall be included with the line item for "General Conditions"
15. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated §§ 12-12-101 –12-12-113 (Iran Divestment Act) enacted by the General Assembly in the year 2016. The Bidder shall include the certification within the bid envelope.
16. By submission of this bid and signature thereof, the Bidder acknowledges that complete sets of Bidding Documents including issued Addenda have been utilized in compiling the Bid.
17. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of Tennessee Code Annotated §§ 12-4-119 (Boycott of Israel Act) enacted by the General Assembly in the year 2022. The Bidder shall include the certification within the bid envelope

RECEIPT OF DRAWINGS:

Receipt is acknowledged of the Drawings and Project Manual identified by Commission No. 2906-23 dated April 26, 2023; and addenda and supplementary drawings listed under "Addenda Receipt" attached.

FIRM NAME Porter Roofing Contractor's Inc.

STATE OF INCORPORATION TN

BY Eric Cason

TITLE President

Date 05/23/2023

OFFICIAL ADDRESS AND TELEPHONE:

9057 Manchester Hwy

Morrison ,TN 37357

Telephone: 931-668-2298

Note: If by a corporation, this bid must have the signature required by its bylaws.

ADDENDA RECEIPT: (List addenda and supplementary drawings and the date received).

Title

Date Received

BID SECURITY:

Security in the sum of _____ 5% of base bid amount _____ Dollars
(\$ _____), is submitted herewith.

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Porter Roofing Contractors Inc.
9057 Manchester Highway
Morrison, TN 37357

SURETY:

(Name, legal status and principal place of business)

Great American Insurance Company
301 East 4th Street
Cincinnati, OH 45202

OWNER:

(Name, legal status and address)

Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

BOND AMOUNT: \$ 5% (FIVE PERCENT OF BID)-----

PROJECT: No. 82210-A

(Name, location or address, and Project number, if any)

Two Schools Partial Re-Roof - Centerville Intermediate School and East Hickman Intermediate School

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so

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furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 25th day of May, 2023

Kristie Ellis
(Witness)

Angie Stewart
(Witness)

Porter Roofing Contractors Inc.
(Contractor as Principal) (Seal)
[Signature]
(Title)



Great American Insurance Company
(Surety) (Seal)
Kimberly Stewart
(Title) Kimberly Stewart, Attorney-in-Fact

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GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by this power of attorney is not more than **NINE**

No. 0 20738

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below

Name	Address	Limit of Power
ALLEN F. CARTER MARION WALKER BOYD MARIE D. McDONALD KIMBERLY STEWART MELISSA BRYSON	WILLIAM CULLEN TREW ALL OF ATHENS, TENNESSEE	ALL \$100,000,000

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 12TH day of AUGUST, 2019



Stephen C. Beraha
Assistant Secretary

GREAT AMERICAN INSURANCE COMPANY

Mark V. Vicario
Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 12TH day of AUGUST, 2019, before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company; and that he signed his name thereto by like authority



Susan A. Kohorst
Notary Public, State of Ohio
My Commission Expires 06-10-2020

Susan A. Kohorst

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time

RESOLVED FURTHER That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERHAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 25th day of May, 2023



Stephen C. Beraha
Assistant Secretary

The Hickman County Finance Office is accepting sealed bids for a replacement "Wheel Chair Lift" for the Hickman County Board of Education Central Office complex.

All bidders must possess TN licensed installers in commercial wheelchair lifts, minimum 1 million dollar liability insurance, workers compensation insurance, with all documents attached to the bid document submitted. Workers on school properties must meet TCA 49-5-406, and meet all local, state and federal requirements. Performance and payment bond in the full amount of the bid will be required.

Sealed bids shall be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Ave, Suite 203, Centerville TN 37033. The outside of the mailing envelope must be clearly marked "Central Office Wheel Chair Lift".

Bids will be opened on Monday, May 22, 2023 at 10:00 a.m. in the Finance Office.

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 might prevent its acceptance of a better bid.

United Elevator Services, LLC
56,500.00

Present Penny Mayberry
Misty Weems

United Elevator Services, LLC.

Post Office Box 1301
Knoxville, TN 37901
V: 865.573.0731
F: 865.573.0867



May 12, 2023

Ms. Debbie Breece
Hickman Co Board of Education
115 Murphree Ave
Centerville, TN 37033

Ref: Hickman Co BOE Central Office Wheel Chair Lift

Ms. Breece:

United Elevator Services (UES) is pleased to present the attached bid for Hickman County Board of Education's approval. Thank you for this opportunity and if there are any questions, please don't hesitate to contact me.

Very respectfully,

Jeff Cruze

Jeff Cruze
Account Manager, Nashville
Cell: (615) 497-0876
Email: jeffc@unitedelevator.com

Encl.

Part B - Specs

Central Office Wheel Chair Lift

Scope:

Replacement of the existing wheel chair lift to consist of the following:

Unit lift capacity to be equal or greater than the current lift capacity of 450-500 lbs.
This upgrade package bid is for both options being an entire new unit, or replacement of platform lift and control boxes with all electronics and wiring minimum to be replaced.
Where possible only the existing unit track may be reused.

Bidders must ensure and warrant that the existing rail system is in good, workable-condition, and exact matches to meet the long term need of the newly installed unit.

Bid notes:

PERMITS:

Bidder shall provide All State and local needed permits, including TN State Elevator division, as well as any inspections of the project, by the State.

WARRANTY:

Bidders shall warrant all parts (existing inspected rails if used) labor, materials, and equipment and "no nonsense warrant" this unit for a period of not less than 24 months, provide quarterly inspections and tuning as needed during the standard 8 hour work day M-F once the unit is installed. Extended Warranty options will be entertained.

Service Calls:

Service responses to service onsite, during weekdays, shall be within 24 hours of a service call request during the first 24 months warrantied period, M-F 8-4.

Material Deliveries:

Bid shall be turn key including delivery and freight to the installation site and any new if needed electrical wiring and breaker needs. Deliveries require day prior 24 hour notice from the carrier, and driver to call when 30 minutes out to announce delivery. All Deliveries must be between hours of 8 a.m. - 3:00 p.m. and Monday- Thursday. (summer hours).

Payments:

Payment of project will be as follows: upon delivery of the materials, 40% payment may be made upon installation of the unit 50% of the payment will be made, and remaining balance upon completion of any final work or punch-listed notes that may be pending. Once the unit is determined to be properly completed and fully trouble free operational, all payments will be made.

Bid sheet:

Replacement unit only: Utilizing the existing rails and matching the new unit with full no nonsense 24 month warranty.

Fifty-Six Thousand Five Hundred and 00/100 Dollars (\$56,500.00)

Extended warranty for parts and equipment, service beyond the 24 months.

Five-Hundred Sixty Two and 00/100 Dollars (\$562.00) per quarter for 5 years upon expiration of 24-month warranty

NEW FULL REPLACEMENT wheel chair lift to include all new parts, accessories, rails turn key with factory and nonsense 24 month minimum warranty.

\$ n/a

Extended service and parts, equipment warranty beyond the initial 24 months warranty.

\$ n/a

United Elevator Services, LLC.

Post Office Box 1301
Knoxville, TN 37901
V: 865.573.0731
F: 865.573.0867



IPL ALTERATION PROPOSAL

TO: Hickman Co. Board of Education
ATTN: Ms. Debbie Breece
115 Murphree Avenue
Centerville, TN 37033

JOB: Hickman Co BOE Complex

REF: Garaventa GSL Artira Upgrade (SN6666)

ESTIMATE #JC20407

May 12, 2023

We are pleased to submit, for your consideration, the following proposal to furnish and install the following:

1. **Install a Garaventa Artira Wheelchair Lift Upgrade Package on the Existing Garaventa GSL-1 Wheelchair Lift at the above location.** This upgrade package will replace the entire wheelchair lift with the exception of the tubes and support towers. UES is providing a 24-month warranty on all workmanship and materials provided within this proposal including quarterly preventative maintenance visits and 8-hour callbacks.
2. **Bid Notes:**
 - A. State of TN elevator division permits are included.
 - B. Freight is included.
 - C. Previous work done is not included in this proposal.
 - D. If unforeseen issues are revealed when we perform the above stated work, we will submit a separate proposal for your consideration.
3. **UES Project Schedule**
 - A. **Design, Fabrication, and Shipment of Equipment:** Eight (8) Weeks from our receipt of fully signed and executed contract and required down payment.
 - B. **Delivery:** Two (2) Weeks after equipment is complete and ready for shipment.
 - C. **Installation:** Five (5) Work Days from delivery of all equipment.

No other work is bid or implied unless specifically listed above. We propose to furnish labor and material - in accordance with the above and conditions on reverse, for the sum of: **Fifty-Six Thousand, Five Hundred, and no/100's Dollars (\$56,500.00)**, including applicable sales tax. Payable as follows: 40% upon material delivery, 50% upon installation, net on completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance

NOTE: This proposal may be withdrawn by us if not Accepted within _30_ days.

Submitted by: **Jeff Cruze**
Sales, Nashville
5209 Linbar Dr
Nashville, TN 37211
Mobile: (615) 497-0876
Email: jeffc@unitedelevator.com

Acceptance of Proposal - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Printed Name: _____ Signature _____ Date: _____

Accepted for United Elevator Services LLC
Signature:

Printed Name: _____ Signature _____ Date: _____

Title: _____

In choosing the successful bidder for his project we would like to call your attention to a few of the advantages United Elevator Services offers. We are your local specialists in vertical transportation. We are dependable, responsible and accessible. Each job receives personal attention starting with our knowledgeable salespeople, to local project coordination, and site visits from our superintendents throughout the process. We employ skilled technicians. We are licensed contractors; insured, bonded, and we conscientiously adhere to our agreements which are negotiated locally. On the strength of the above benefits and our established record of service dating back to 1958, we earnestly solicit your business and sincerely trust the above bid will receive your consideration.

United Elevator Services, LLC.

Post Office Box 1301
Knoxville, TN 37901
V: 865.573.0731
F: 865.573.0867



UNITED ELEVATOR SERVICES TERMS AND CONDITIONS

Quotations are subject to change without notice.

You agree to pay, as an addition to the price herein quoted, the amount of any tax based upon the transfer, use, ownership or possession of the equipment, imposed by any law enacted after the date of this proposal or imposed upon you by any existing law.

Monthly progress billings will be made by UNITED ELEVATOR SERVICES, LLC to cover materials shipped and labor expended during the month. Customer payments shall become due and payable within 30 days after receipt of such progress billings. In the event that payments are not made within 30 days, interest will be charged at a rate of 1.5% per month on the unpaid amount until payment is received.

We reserve the right to discontinue our work at any time until progress payments have been made as agreed.

Final payment shall become due and payable when all of the work described in this contract has been completed.

The completion of work or delivery of material specified in this agreement is subject to delays caused directly or indirectly by embargoes, strikes, lockout, common carriers, and accidents or by any other similar or dissimilar cause beyond our control, for which we are to be held harmless.

Should conditions develop beyond our control, making the building or premises in which our men are working, dangerous, we reserve the right to discontinue our work until such dangerous conditions are corrected.

Should damage occur to our material or work on the premises, where our work is to be or is being performed, by fire, theft, or otherwise, the purchaser is to compensate United Elevator Services, LLC for said damage.

It is expressly understood, in consideration of our performance of the service enumerated at the price stated, that the purchaser assumes all liability for injury, including death, to any person or persons and for damage to property or loss of use thereof, on account of or resulting from the performance of the work to be done hereunder, and agrees to defend, indemnify and hold harmless our company, its officers, directors and employees from all damages, except that resulting from the sole negligence of UNITED ELEVATOR SERVICES, LLC.

UNITED ELEVATOR SERVICES, LLC shall not be responsible or liable for any damages, claims, suits, expenses and payments on account of or resulting from any injury, death or damage to property arising or resulting from overloading above the rated capacity of passenger, freight or service elevator or any other device covered by this agreement.

Unless otherwise agreed, it is understood that the work shall be performed during regular working hours or regular working days of the elevator trade. If overtime work is mutually agreed upon and performed, the additional price, at our usual rates for such work, shall be added to the contract price herein named.

The machinery, implements and apparatus furnished hereunder remain our personal property and we retain title thereto until final payment is made, with the right to retake possession of the same at the cost of the purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.

In states requiring notice prior to filing a lien, this notice requirement is hereby complied with.

You agree to pay a late charge from the date such sums become due of one and one-half percent (1.5%) per month, or the highest legally permitted rate, whichever is less, on any balance due for more than their (30) days, together with all costs (including but not limited to, court costs, attorney's fees, or collection costs) incurred by United Elevator Services, LLC to collect overdue amounts.

Failure to pay any sum due to United Elevator Services, LLC by you related to your equipment described in this agreement within sixty (60) days will be a material breach, regardless of whether it is billed pursuant to this agreement or any other. We may at our option choose to suspend all work until all amounts due have been paid in full. If United Elevator Services LLC suspends for non-payment, we shall not be responsible for personal injury, death, damage to property (including elevator equipment) or losses of any other type or kind that is in any way related to the elevator during suspension of work. Upon resumption of work, you will be responsible for payment to United Elevator Services LLC for all costs, if any we incur that result from the suspension work.

United Elevator Services, LLC.

Post Office Box 1301
Knoxville, TN 37901
V: 865.573.0731
F: 865.573.0867



Contract Clause

Warranty

United Elevator Services, LLC warrants any equipment it installs as described in this proposal against defects in material and workmanship for a period of two (2) years from the date Purchaser's execution of United Elevator Services, LLC's "Final Acceptance Form." This is made on the on the express conditions that all payments made under this installation agreement and all change orders and have been paid in full. Warranty is contingent on the equipment being currently serviced by United Elevator Services, LLC. No warranties which extended beyond the description in this proposal, nor are there any warranties, expressed or implied, by operation of law or otherwise nor is there a warranty of merchantability. This warranty is not intended to supplant normal maintenance service and shall not be constructed to mean that United Elevator Services, LLC will provide free service to periodic examination, lubrication, tests, or adjustment, nor will United Elevator Services, LLC correct, without a charge. Any problems that arise from normal wear and tear or abuse, misuse, improper or inadequate maintenance, or any other causes other than defective material or workmanship are not covered. In order to make a warranty claim, purchaser must give United Elevator Services, LLC prompt written notice. United Elevator Services, LLC shall, at its own expense correct any proven defect by repair or replacement. United Elevator Services, LLC will not, under any circumstances, reimburse purchaser for cost of work done by others, nor shall we be responsible for the performance of any equipment that has been the subject of service, repair, replacement, revisions or alternations by others. If there is more than one (1) unit which is the subject of work described in this proposal, this clause shall apply separately to each unit as accepted. Should our start of work be delayed for a period greater than six (6) months from the agreed upon delivery, the warranty shall be reduced by the amount of the delay.

New Installation Service

For the period of twenty-four (24) months following United Elevator Services, LLC's turnover of the units described in this proposal to purchaser, we agree to provide preventive maintenance and callback services on the contracted equipment. This includes quarterly service visits during regular working days and hours. This includes visual inspections, lubrication, and greasing of the equipment and minor adjustments. Emergency callbacks for entrapments are included. We will monitor, at no additional charge, the required emergency phones in each unit (lines by owner).

Repairs to the equipment installed included a visual investigation to determine the source of shutdown along with any resulting necessary adjustments and parts replacement due to normal wear and tear. Callbacks/repairs due to any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; fire, smoke, explosions, water, storms, wind, lightning, theft, riot, civil commotion, war, malicious mischief, power outages/surges, acts of nature, or any other reason or cause beyond the control of United Elevator Services, LLC's is excluded. Any work under these conditions will be billable at our standard rates.

The services described herein will be performed only during normal business working days and hours unless otherwise specified. Overtime calls for work covered will be billed for the premium portion only. Work that is not covered or for running on arrival will be billed at the full overtime rate.

Indemnification and Limits of Liability

In consideration of **UES** performing the services herein specified, Customer expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit **UES**, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against **UES**, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Agreement), personal injury or death that are alleged to have been caused by the Customer or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the equipment covered by this Agreement, or the associated areas surrounding such equipment. Customer's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Agreement), personal injury or death is determined to be caused by or resulting from the sole negligence of **UES** and/or its employees. Customer recognizes that Customer's obligation to **UES** under this clause includes payment of all fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits.

In consideration of the performance of the services and the furnishing of the materials as specified above at the price stated, Customer acknowledges and agrees that **UES** assumes no liability on the account of accidents to persons or damage to persons or property; and that Customer's owns the responsibility for damage to persons or property while riding on or being in or about the platform lift referred to in this Agreement is in no way mitigated or abated.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Madison Insurance Group 800 Oak Ridge Turnpike, Suite B-200 Oak Ridge TN 37830	CONTACT NAME: Connie Queener	
	PHONE (A/C, No, Ext): (865) 425-7300 FAX (A/C, No): (865) 483-5035 E-MAIL ADDRESS: connie.queener@miginsgroup.com	
INSURED United Elevator Services, LLC P.O. Box 1301 Knoxville TN 37901	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Great American Insurance Company	16691
	INSURER B: Selective Insurance Co. of South Carolina	19259
	INSURER C: Zenith	13269
	INSURER D: Selective Insurance Company	12572
	INSURER E: National Union Fire Insurance Company Of Pittsburgh, P	19445
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: MASTER 2023-2024 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLP132435807	04/01/2023	04/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 MAX ANN AGGREGAT \$ 10,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			S 2454443	04/01/2023	04/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Auto Elite Pac \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			TUU490527900	04/01/2023	04/01/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 PROD-COMP/OP AGG \$ 10,000,000 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y N/A	M1145610	04/01/2023	04/01/2024	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	EMPLOYMENT PRACTICES LIABILITY			MY 1015175	04/01/2023	04/01/2024	LIMIT: \$1,000,000 RETENTION EA CLAIM: \$7,500 PRIOR OR PNDG DATE: 7/10/2020

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Carrier E: Professional Liability Coverage / Policy#: 032173736 / Effective Date: 04/01/2023 / Expiration Date: 04/01/2024 / Limit of Insurance: \$1,000,000 / Retention Amount: \$5,000

CERTIFICATE HOLDER

CANCELLATION

FOR INFORMATION PURPOSES ONLY.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Invitation To Bid

The Hickman County Finance Office is accepting RFP's (Requests for Proposal) for Fuel Management Equipment.

Specifications and bid requirements may be obtained from Steven George, Director of Transportation, and Hickman County Schools at (931) 729-3391, Ext. 2241, by email at: steven.george@hickmank12.org or at: www.hickmank12.org/request-for-proposal.

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

Sealed RFP's must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and be clearly marked on the outside of the bid envelope, "Fuel Management Equipment". Bids will be opened on Thursday, June 1, 2023 at 10:00 at the Hickman County Finance Office.

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

Present Penny Mayberry
Whitney Johnston

No Bids Rec'd

MEMORANDUM OF UNDERSTANDING

For the Use of Centerville Municipal Golf Course between

Hickman County Schools, TN and Town of Centerville

This Memorandum of Understanding (MOU) is between the School Board of the County of Hickman, and the Town of Centerville on behalf of the Centerville Municipal Golf Course, for the use of the golf course facilities by the golf athletic programs at the following schools: East Hickman Middle School, Hickman County Middle School, East Hickman High School, and Hickman County High School.

I. Responsibilities of the Hickman County Board of Education:

The Hickman County Board of Education shall provide:

1. An annual fee of \$8,000.00 payable to the Centerville Municipal Golf Course, due by June 30, 2024.
2. Communicate clearly and consistently with the Golf Course Superintendent regarding the scheduling of practices and matches for the golf teams for each school.
3. Students in grades 6-8 will be asked to pay no more than a \$5.00 fee for each use of the golf course facilities for scheduled practices and matches. Up to ten (10) players will be allowed to use the course facilities free of charge.
4. Students in grades 9-12 that participate on the golf team will be responsible for paying the fee approved by the Centerville Municipal Golf Course for each use of the golf course facilities or purchase a junior or family pass for the use of the Centerville Municipal Golf Course facilities.

II. Responsibilities of the Town of Centerville:

The Town of Centerville shall provide:

1. Use of the facilities at Centerville Municipal Golf Course including the course, clubhouse restrooms, and practice areas during scheduled practices and matches. The golf course will be unavailable for use by the school teams on Thursday and Friday of each week. The range and practice green will be available for school team use on Thursday of each week.
2. Up to ten (10) students in grades 6-8 that participate on the middle school golf teams will be allowed to use the golf course facilities without charge during scheduled practices and matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school. Outside of the schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school, players will be responsible for paying the fee approved by the Centerville Municipal Golf Course or purchase a junior or family pass for use of the Centerville Municipal Golf Course facilities. Player counts over ten (10) will be required to pay a \$5.00 fee to use the facilities.

3. Closure of the golf course for afternoon golf matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.
4. Labor and setup of the golf course for golf matches that are hosted by each school on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.

III. General Terms and Conditions

The agreed upon fee of \$8,000.00, will be paid in a one-time installment, due by no later than June 30, 2024. This signed agreement will remain in effect, with no additional fees to be assessed to the Hickman County Board of Education, or one of its schools listed in the MOU for use of the Centerville Municipal Golf Course and will be reviewed annually.

Any amendments to this Memorandum of Understanding shall be submitted to each party in writing and approved by each party in writing. The parties hereto have executed this Memorandum of Understanding as of June 5, 2023.

READ CAREFULLY BEFORE SIGNING

_____ Centerville Municipal Golf Course Superintendent

_____ Town of Centerville Mayor

_____ Hickman County Board of Education Chair

_____ Hickman County Director of Schools



Hickman County Schools Board Agenda Item Request

Date: 5/19/23

Name of School: Central Office

Item Request: Pre-K textbook approval

Explanation:

The state has selected three vendors to choose from for adoption to implement in the 23-24 school year.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Misty Shelton

Signature of Building Principal:



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

To: School Board Members
From: Misty Shelton
Date: June 2023

1st Reading:

6.319 Alternative Education- change to reflect grades 1-12 on line 2 of page 1

2nd reading:

3.218.2- Use of AKC trained Dogs- New policy

Up for Review:

6.400 Promoting Student Welfare
6.4001 Student Surveys, Analyses, and Evaluation
6.402 Physical Examinations and Immunization
6.403 Communicable Diseases
6.4031 Pediculosis (Head Lice)
6.4032 Bed Bugs
6.404 Acquired Immune Deficiency Syndrome
6.405 Medicines
6.4051 Emergency Medications
6.408 Supervision of Students
6.4081 Safe Relocation of Students

Thank you for your careful consideration of these policies.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

Descriptor Term:

Alternative Education

Descriptor Code:

6.319

Issued Date:

08/02/21

Rescinds:

6.319

Issued:

03/01/21

1 *General*

2 The Board shall operate an alternative school program for students in grades 1-12 who have been
3 suspended or expelled from regular school programs, or in lieu of suspension or expulsion for students
4 who display inappropriate behavior (Grade 6 - Zero Tolerance only).¹ Attendance in alternative school
5 programs shall be mandatory and students attending an alternative school located other than at their
6 home school shall provide their own transportation.

7 An alternative school is a short-term intervention program designed to provide educational services
8 outside the regular school program for students who have been suspended or expelled. The alternative
9 school is located in a separate facility from the regular school program.

10 Alternative school programs shall be operated in accordance with state laws and the rules of the State
11 Board of Education and instruction shall proceed as nearly as practicable in accordance with the
12 instructional programs at the student's home school.²

13 The director of schools shall develop procedures that provide appropriate educational opportunities for
14 all students assigned to an alternative education program. These educational opportunities shall utilize
15 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
16 instructional techniques, and provide the resources necessary to foster student learning and
17 achievement.

18 Annually, the director of schools/designee shall submit the following information to the Department of
19 Education:

- 20 1. Alternative school(s) or program(s) currently in operation in the district;
- 21
- 22 2. Number and grade level of students served in an alternative education program;
- 23
- 24 3. Primary reason for student assignment to an alternative education program; and
- 25
- 26 4. Number of faculty and staff serving each alternative education program.

27 **ASSIGNMENT³**

28 The Director of Schools/designee is not required to assign a student to the alternative school or
29 program if the student committed one of the following:

- 30 1. A zero tolerance offense;⁴ or

1 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
2 students at the school, if the location of the alternative school or program is on the same grounds as the
3 school from which the student was disciplined.⁵

4 Prior to the assignment of the student to an alternative school program, the director of schools/designee
5 shall provide written notice to the student's parent/guardian stating the reason for the student's
6 placement.⁶

7 Placement in an alternative education setting shall be reserved for students who significantly disrupt
8 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
9 suspected of having a disability, all state and federal laws, rules, and regulations related to special
10 education shall be followed. The director of schools/designee shall develop procedures regarding
11 placement of students in the program, taking in to consideration the impact of exclusionary discipline
12 practices.⁷

13 Attendance in alternative school programs shall be mandatory, and students attending an alternative
14 school located outside of the school district shall provide their own transportation.

15 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
16 student enrolled in an alternative education program.

17 **REMOVAL⁸**

18 A student may be removed from the alternative school or program if:

19 1. He/she violates the rules of the alternative school or program; or

20 2. He/she is not benefitting from the assignment and all interventions have been exhausted
21 unsuccessfully.

22 **ADDITIONAL OFFENSES⁹**

23 Any new disciplinary offense committed during a student's original suspension or expulsion period
24 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
25 original suspension or expulsion.

26 **TRANSITION PLANS¹⁰**

27 The director of schools/designee shall develop procedures regarding the implementation of transition
28 plans for the integration of students entering and exiting the program.

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500



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

To: School Board Members
From: Misty Shelton
Date: June 2023

1st Reading:

6.319 Alternative Education- change to reflect grades 1-12 on line 2 of page 1

2nd reading:

3.218.2- Use of AKC trained Dogs- New policy

Up for Review:

6.400 Promoting Student Welfare
6.4001 Student Surveys, Analyses, and Evaluation
6.402 Physical Examinations and Immunization
6.403 Communicable Diseases
6.4031 Pediculosis (Head Lice)
6.4032 Bed Bugs
6.404 Acquired Immune Deficiency Syndrome
6.405 Medicines
6.4051 Emergency Medications
6.408 Supervision of Students
6.4081 Safe Relocation of Students

Thank you for your careful consideration of these policies.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of AKC trained Dogs	Descriptor Code: 3.218.2	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

General:

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

Policy:

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

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

4 **Supervision and Care**

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

10 11 **Authorized Area(s)**

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

16 17 **Insurance**

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

21 22 **Exclusion and Removal from School**

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

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

34 **Allergic Reactions**

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

39

1
2
3
4

Federal Laws Regarding Service Dogs for Students with Disabilities:

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

Conclusion:

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



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

To: School Board Members
From: Misty Shelton
Date: June 2023

1st Reading:

6.319 Alternative Education- change to reflect grades 1-12 on line 2 of page 1

2nd reading:

3.218.2- Use of AKC trained Dogs- New policy

Up for Review:

- 6.400 Promoting Student Welfare
- 6.4001 Student Surveys, Analyses, and Evaluation
- 6.402 Physical Examinations and Immunization
- 6.403 Communicable Diseases
- 6.4031 Pediculosis (Head Lice)
- 6.4032 Bed Bugs
- 6.404 Acquired Immune Deficiency Syndrome
- 6.405 Medicines
- 6.4051 Emergency Medications
- 6.408 Supervision of Students
- 6.4081 Safe Relocation of Students

Thank you for your careful consideration of these policies.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

	Descriptor Term: Promoting Student Welfare	Descriptor Code: 6.400	Issued Date: 05/03/21
		Rescinds: 6.400	Issued: 04/05/21

1 The Director of Schools shall develop procedures to promote and protect the health and welfare of
2 students. These should provide, at a minimum, for the following:¹

- 3 1. Student guidance services;
- 4 2. School health services;
- 5 3. School psychological services; and
- 6 4. School social work services.

7 The development of these programs and the scope of the services provided shall be consistent with
8 state law.

Cross References

Acquired Immune Deficiency Syndrome 5.401
Attendance 6.200
Drug-Free Schools 6.307
Physical Examinations and Immunizations 6.402
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Medicines 6.405
Reporting Child Abuse 6.409
Student Suicide Prevention 6.415

Hickman County Board of Education

Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 04/05/21
	Rescinds: 6.4001	Issued: 12/03/18

- 1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
4 director of schools shall develop administrative procedures for approving requests for conducting
5 surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline
6 what is to be done, who is to be involved and how the results will be used and distributed.¹
- 7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
8 notified of their ability to review the materials. Such notification shall include information indicating
9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results.
10 Following such notification and prior to the administration of the survey, analysis, or evaluation,
11 parents/guardians may opt their child out of participation.
- 12 The director of schools shall develop procedures for granting such parental requests and to implement
the other provisions of this policy.¹
- 14 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
15 reveals information concerning: ^{1,2}
- 16 1. mental or psychological problems of the student or the student's family;
 - 17 2. sexual behavior or attitudes;
 - 18 3. illegal, anti-social, self-incriminating, or demeaning behavior;
 - 19 4. critical appraisals of other individuals with whom respondents have close family relationships;
 - 20 5. legally privileged relationships;
 - 21 6. income; or
 - 22 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
23 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
24 volume, posture, and eye-tracking³
- 25 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
26 of an unemancipated minor, without the prior written consent of the parent.⁵
- 27 The collection of the following student data is strictly prohibited:⁴
- 28 1. political affiliation or voting history;
 - 29 2. religious practices; and
 - 30 3. firearm ownership.

1 COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING⁵

2 In general, the district will not collect, disclose or use personal student information for the purpose of
3 marketing or selling that information or otherwise providing that information to others for that purpose.

4 If any collected information is to be marketed or sold, parents will be directly notified at least annually
5 at the beginning of the school year of the specific or approximate dates when such information will be
6 collected. Parents, upon request, may inspect any instrument used to collect personal information for the
7 purpose of marketing or selling that information before the instrument is administered or distributed to
8 the student. All parents and students of appropriate age may decline to provide the information requested.

9 This portion of the policy does not apply to the collection, disclosure or use of personal information
10 collected from students for the exclusive purpose of developing, evaluating or providing educational
11 products or services for or to students or educational institutions to the extent allowed by law, such as
12 the following: ⁴

- 13 1. College or other postsecondary education recruitment or military recruitment.
- 14 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 15 3. Tests and assessments used by elementary schools and secondary schools to provide
16 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about
17 students (or to generate other statistically useful data for the purpose of securing such tests
18 and assessments) and the subsequent analysis and public release of the aggregate data from
19 such tests and assessments.
- 20 4. The sale by students of products or services to raise funds for school-related or education
21 related activities.
- 22 5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

Testing Programs 4.700

Hickman County Board of Education

	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 08/02/21
		Rescinds: 6.402	Issued: 05/03/21

1 **PHYSICAL EXAMINATIONS**¹

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

- 3 1. Entering school for the first time. This applies to kindergarten, first grade and other
4 students for whom there is no health record; and
5
- 6 2. Participation as a member of any athletic team or in any other strenuous physical activity
7 program.

8 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be
9 on file in the principal's office.

10 Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive
11 written notice of any screening result that indicates a condition that might interfere or tend to interfere
with a student's progress.

13 In general, the school district will not conduct physical examinations of a student without parental
14 consent to do so or by court order, unless the health or safety of the student or others is in question.³

15 **IMMUNIZATIONS**

16 No students entering school, including those entering kindergarten or first grade, those from out-of-state
17 and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,
18 as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians
19 to have their children immunized and to provide such proof to the principal of the school which the
20 student is to attend.⁴
21

22 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
23 written statement that such measures conflict with the one of the following:
24

- 25 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
26 epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ or
- 27 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
28 him/her from the immunization.⁶
29

30 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

- 1 The Director of Schools shall ensure that appropriate immunization records are maintained for each
2 student.
- 3 A list of transfer students shall be kept at each school throughout the school year in order that their
4 records can be monitored by the Department of Health and Environment.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn-education/esh/esh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Hickman County Board of Education

Descriptor Term:

Student Communicable Diseases

Descriptor Code:

6.403

Issued Date:

12/03/18

Rescinds:

6.403

Issued:

08/02/99

1 No student will be denied an education solely because of a communicable disease, and his/her
2 educational program shall be restricted only to the extent necessary to minimize the risk of transmitting
3 the disease.

4 Parents or guardians of infected students shall inform appropriate school officials of the infection so that
5 proper precautions for the protection of other students, employees, and the infected student shall be
6 taken.

7 No student with a communicable disease which may endanger the health of either himself/herself or
8 other individuals will enter or remain in the regular school setting.^{1,2} If a school principal has reason to
9 believe a student has a communicable disease which may endanger the health of either himself/herself
10 or other individuals in the regular school setting, the principal shall:

- 11 1. Assign the student to a setting which will protect other students, employees and the student
12 himself; or
- 13 2. Exclude the student from school until certification is obtained from a physician or the County
15 Health Department by either the parent or principal stating that the disease is no longer
16 communicable.

17 If the principal has reason to believe that the student has a long-term communicable disease, the principal
18 must require confirmation from a physician or the County Health Department as to the student's
19 condition. If the student is confirmed to have a long-term communicable disease the principal shall refer
20 the student for special education services.¹

21 The principal may request that further examinations be conducted by a physician or County Health
22 Department and may request periodic re-examinations after the student has been readmitted to the
23 school.²

24 Expenses incurred from examinations requested by school officials shall be paid by the Board.

25 The names of all students excluded from school under this policy will be forwarded to the office of the
26 director of schools.

Legal References

1. TRR/MS 0520-01-03-.08
2. TCA 49-2-203(b)(2)

Cross References

- Special Education 4.202
Homebound Instruction 4.206

Hickman County Board of Education

	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	Issued Date: 04/05/21
		Rescinds: 6.4031	Issued: 12/03/18

- 1 No student shall be denied an education solely by reason of Pediculosis (head lice) and his/her
2 educational program shall be restricted only to the extent necessary to minimize the risk of transmitting
3 the infestation.
- 4 It shall be the responsibility of the principal, school nurse, or designee to notify the parents in the event
5 a child has head lice. A letter shall be sent home to explain the condition, requirements for readmission,
6 and deadlines for satisfactory completion of the treatment.
- 7 Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has
8 been treated for head lice. Evidence may include but not be limited to:
- 9 (1) Proof of treatment with a pediculicide product (head lice shampoo) or
10 (2) Satisfactory examination by a principal, school nurse, or designee.
- 11 Treatment and prevention procedures shall be developed by the director of schools in consultation with
12 Coordinated School Health and distributed to all classroom teachers. Prevention procedures include
13 students re-entering school will be re-screened for live lice in 7-10 days.
- 14 Any subsequent incidences of head lice for a student during the school year shall require submission of
15 satisfactory evidence of treatment for head lice and be found free of lice by a school health official.
- 16 A student shall be expected to have met all requirements for treatment and return to school. A student
17 will be allowed a total of four excused absences for treatment of lice at any given time during the school
18 year. Any days in excess of this will be unexcused.

Hickman County Board of Education

	Descriptor Term: Bed Bugs	Descriptor Code: 6.4032	Issued Date: 04/05/21
		Rescinds: 6.4032	Issued: 12/03/18

1 In those situations when a bed bug is found on a student or the student's belongings, it will be the goal
2 of the school system to assist the student and to prevent transmission of bed bugs to the school and
3 other students. While undertaking these goals, it is the further goal of the school system to restrict the
4 affected student's educational program only to the extent necessary to minimize the risk of transmitting
5 a bed bug infestation.

6 It shall be the responsibility of the principal, school nurse, or designee to notify the parents or
7 guardians in the event a bed bug has been found on a student or their belongings. A letter shall be sent
8 home to explain the condition, that the student will be excluded from school until the requirements for
9 readmission have been met, and deadlines for satisfactory completion of any required treatment.
10 Readmission of the student to school will be conditioned upon a satisfactory examination by a school
11 health official and if circumstances deem such necessary proof of treatment by a professional pest
12 management service.

14 A student shall be expected to have met all requirements for readmission and return to school no later
15 than 7 days following exclusion for bed bugs. All days in excess of the 7 day allowable period shall be
marked as unexcused absences and referred to the attendance supervisor.

16 Procedures for the school system's prevention of bed bug infestations, the response to the sighting of a
17 bed bug, and of any necessary treatment of school facilities in the event of a bed bug infestation shall
18 be developed by the director of schools in consultation with the school system's Coordinated School
19 Health Office.

Hickman County Board of Education

Descriptor Term: Acquired Immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date: 04/05/21
	Rescinds: 6.404	Issued: 12/03/18

1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV
3 infected student from participating in the continuation of his/her education on the basis of HIV infection.
4 Further, the student shall be subject to the same rules for class assignment, privileges and participation
5 in any school-sponsored activities as all other students. The Board shall strive to maintain a respectful
6 school climate for HIV infected students.

7 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
8 infection, shall not be a condition for school entry or attendance.¹

9 **ATHLETICS**

10 A student who is HIV positive may not be denied the opportunity to participate in school athletic
11 programs based solely on his/her HIV status. All reasonable accommodations shall be made to allow
students with HIV to participate in school-sponsored physical activities.¹

13 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

14 If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that
15 student will be directed by procedures initiated by the director of schools.

16 The director of schools shall be responsible for requesting medical records from the parent/guardian and
17 a statement from the student's physician regarding health status of the student reported to have
18 HIV/AIDS. In addition, the director of schools will gather information regarding the student's
19 cumulative school record.

20 **CONFIDENTIALITY**

21 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other
22 individual or group without the written consent of the parent/guardian. All medical information and
23 written documentation of discussions, telephone conversations, proceedings and meetings shall be kept
24 by the director of schools in a locked file. If the HIV infected student is under the age of eighteen (18),
25 access to this file will be granted only to those persons who have the written consent of the infected
26 student's parents/guardians.

27 **Under no circumstances shall information identifying a student with AIDS be released to the
public.^{2, 3}**

1 **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

2 In determining the educational placement of a student known to be infected with HIV, school authorities
3 shall follow established policies and procedures for students with disabilities. School authorities shall
4 reassess placement if there is a change in the student's need for accommodations or services.

5 **HIV PREVENTION EDUCATION/CURRICULUM⁵**

6 The director of schools shall be responsible for developing instructional objectives to address each
7 terminal objective in the state AIDS curriculum framework and provide each teacher responsible for
8 teaching AIDS education with these objectives. Students shall further be taught universal precautions
9 through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's HIV
10 prevention education program.

11 The state AIDS curriculum and related instructional objectives will be used in grades K-12. Parents and
12 guardians shall have convenient opportunities to preview all HIV prevention curricula and materials in
13 accordance with the provisions of the Family Education Law of 1989.

14 Students shall have access to voluntary and confidential counseling about matters related to HIV.
15 Administrators shall maintain a list of counseling and testing resources for student use.

16 **INFECTION CONTROL**

17 The director of schools shall develop an Occupational Safety and Health Administration (OSHA)-based
18 infection control plan in which each school will provide for: 1) well-maintained and easily accessible
19 materials necessary to follow universal precautions, and 2) designate first responders responsible for
20 implementing infection control guidelines, including investigating, correcting, and reporting on
21 instances of exposure. All schools shall further follow the most current Centers for Disease Control and
22 Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency
23 Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care Settings and the OSHA blood
24 borne pathogens standard.⁴

Legal References

1. TRR/MS 0502-01-03-.08
2. TCA 68-10-113
3. 20 USCA § 1232g; 34 CFR § 300.622, 623
4. TRR/MS 0520-01-03-.05(1)(c)
5. State Board of Education Policy 5.300

Cross References

Section 504 & ADA Grievance Procedures 1.802
Special Education 4.202
Homebound Instruction 4.206
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 04/05/21
		Rescinds: 6.405	Issued: 01/04/21

1 If under exceptional circumstances a child is required to take non-prescription or prescription
2 medication during school hours and the parent/guardian cannot be at school to administer the
3 medication, only the principal or the principal's designee will assist in self-administration of the
4 medication if the student is competent to self-administer medicine with assistance in compliance with
5 the following regulations: ¹

6 Written instructions signed by the parent will be required and will include:

- 7 1. Child's name;
- 8 2. Name of medication;
- 9 3. Name of physician;
- 10 4. Time to be self-administered;
- 11 5. Dosage and directions for self-administration (non-prescription medicines must have label
direction);
- 13 6. Possible side effects, if known; and
- 14 7. Termination date for self-administration of the medication.

15 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
16 inhalers if the additional information is provided by a parent/guardian:

- 17 1. Written statement from the prescribing health care practitioner that the student suffers from
18 asthma and has been instructed in self-administration; and
- 20 2. Purpose of the medication.

22 The medication shall be delivered to the principal's office in person by the parent/guardian of the
23 student unless the medication shall be retained by the student for immediate self-administration.

24 The medication must be delivered to the principal's office in person by the parent/guardian or their
25 designee of the student unless the medication must be retained by the student for immediate self-
26 administration (i.e. students with asthma), in which case a doctor's order is required to be on file at the
27 school.

28 Volunteer personnel, trained by a registered nurse, may administer emergency medication to a student
79 based on that student's Individual Health Plan (IHP) or a physician's standing order. A call to 911 will
be made in the event of these emergencies.

1 The administrator/designee will:

- 2 1. Inform appropriate school personnel of the medication to be self-administered;
- 3 2. Keep written instructions from parent in student's record;
- 4 3. Keep an accurate record of the self-administration of the medication;
- 5 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
- 6 order;
- 7 5. Return unused prescription to the parent or guardian only; and
- 8 6. Ensure that all guidelines developed by the Department of Health and the Department of
- 9 Education are followed.

10 The parent or guardian is responsible for informing the designated official of any change in the
11 student's health or change in medication.

12 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term
13 administration of medication.

14 **TRANSPORTATION OF MEDICATIONS ON SCHOOLS BUSES**

15 In an effort to ensure the safety and well-being of all students, no medications except inhalers or other
16 medications which a physician has indicated in writing should be kept on a student's person, may be
17 transported on school buses. Parents must make arrangements for delivery of medications to the school
18 that their child attends.

19 In the event that medication is sent to school on a bus in violation of this policy, the following
20 procedure will be utilized:

21 1. *First Non-Compliance Incident*

22 Parents will be contacted by phone or letter. A copy of this policy will be attached to the letter.

23 2. *Second Non-Compliance Incident*

24 A referral will be made to the Juvenile Court of Hickman County and/or the Department of
25 Children's Services for disposition of the matter.

26 **DISPOSAL OF MEDICATIONS**

1 Notification will be provided by phone call or notes sent home to parents one week prior to the end of
the school year that unused medication is remaining at school.

3 If a parent/guardian or their designee does not pick up remaining medication, disposal will occur at the
4 end of the school year by transporting to the Hickman County Sheriff's Department to be disposed of
5 properly through the Community Drug Take Back Program. Two school personnel shall be present at
6 disposal. Appropriate school personnel will be trained annually in disposal procedures. Documentation
7 shall occur regarding disposal of all medications.

8 **BLOOD GLUCOSE SELF-CHECKS²**

9 Upon written request of a parent or guardian, and if included in the student's medical management plan
10 and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or
11 administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps.
12 The student shall be permitted to perform the testing in any area of the school or school grounds at any
13 time necessary. The student will report the use of the monitoring or treatment supplies to school
14 employee for proper disposal.

15 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
16 such sharps is appropriate.

17 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
18 Occupational Safety and Health Administration (TOSHA).

19 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³**

20 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to carry and self-
21 administer their prescribed medication in a manner directed by a licensed healthcare provider without
22 additional assistance or direction. The Director of Schools shall develop procedures for the
23 development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that
24 conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to
25 self-medicate.

26 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴**

27 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
28 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 29 1. The district shall train school personnel who will be responsible for administering the
30 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
31 medication.

- 1 2. The district shall maintain a record of all school personnel who have completed this training.
- 2
- 3 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
- 4 professional may administer the prescribed medication to the student. If a school nurse or other
- 5 licensed health care professional is not immediately available, trained school personnel may
- 6 administer the prescribed medication.
- 7 The director of schools shall develop procedures on the administration of medications that treat adrenal
- 8 insufficiency and recordkeeping per rules set forth by the State Board of Education.

Legal References

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412

Hickman County Board of Education

	Descriptor Term: Emergency Medication	Descriptor Code: 6.4051	Issued Date: 04/05/21
		Rescinds: 6.4051	Issued: 12/03/18

1 This policy addresses those instances when students need to receive medication in an emergency
2 situation. Board Policy 6.405 addresses instances wherein students take medicine during the school
3 day in non-emergency situations.

4 School personnel, who volunteer, under no duress or pressure and have been properly trained by a
5 registered nurse, are permitted to administer glucagon in emergency situation to a student based on
6 physician's order and/or the student's Individual Health Plan (IHP). If the school nurse is on site, the
7 nurse shall provide the service to the student.¹

8 The school nurse shall be responsible for updating and maintaining each IHP. There must be a
9 parent/guardian signature on file giving permission prior to training school personnel to administer
10 glucagon.

11 Following are specifics relating to glucagon and diazepam. Volunteer personnel, trained by a
12 registered nurse, may administer emergency medication to a student based on that student's Individual
13 Health Plan (IHP) or a physician's standing order. A call to 911 will be made in the event of these
14 emergencies.

15 **DEFINITION OF GLUAGON**

16 Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood.
17 It must be injected with a syringe into the body like insulin.

18 **WHEN TO USE GLUCAGON**

19 Glucagon is administered when the student has low blood sugar and is unable to take liquid or food by
20 mouth because of unconsciousness or seizure activity as per a medical provider's written instructions.

21 **TRAINING**

- 22 1. Review physicians' orders for glucagon and parent/guardian permission on file.
- 23 2. The volunteer must complete an initial in-depth diabetes-related training recognizing
24 signs and symptoms of hypoglycemia and respond with student-specific interventions.
- 25 3. The volunteer trainee must be able to state glucagon's action and the need for its use.
- 26 4. The volunteer trainee must be able to state how glucagon should be prepared, the
dosage, and side effects as well as follow-up care after the administration of glucagon.

- 1 5. The volunteer trainee must be able to identify where glucagon will be stored (must be
2 kept in a secure location away from heat and direct light) and readily available to the
3 student.
- 4 6. The volunteer trainee will notify or delegate notification of EMS/911 personnel,
5 parents/guardian, and the school nurse any time glucagon is administered to any
6 student.
- 7 7. The volunteer trainee must document observations, administration of glucagon, and
8 follow-up care on the appropriate diabetic and medication forms.
- 9 8. Training will be provided until competency is demonstrated, and retraining shall be
10 completed on a yearly basis. Training will be documented and include a skills checklist,
11 instructor's name, trainee's name, date of training, and documentation of competency of
12 trainee to administer glucagon. A copy of the trainee's competency training form will be
13 kept in the employee's personnel file.

14 **DEFINITION OF DIAZEPAM (DIASTAT)**

15 Diastat works to stop seizure activity by acting on brain cell interactions that inhibit the seizure
16 discharges. This special formulation of diazepam is administered rectally as a gel.

17 School personnel who volunteer under no duress or pressure and who have been properly trained by a
18 registered nurse or employed or contracted by the Hickman County School System may administer
19 anti-seizure medication, including diazepam gel to a student in an emergency situation based on the
20 student's IHP. If the school nurse is available, on site, and able to reach the student within the time
21 limit for administration specified in the IHP, then the school nurse shall provide this service to the
22 student.

23 **WHEN TO USE DIASTAT**

24 Upon the decision of a trained volunteer to administer diazepam gel (Diastat), school officials shall
25 immediately summon local emergency medical services to the school to provide necessary monitoring
26 of transport to safeguard the health and condition of the student.

27 Trained volunteer school personnel administering anti-seizure medications, any registered nurse who
28 provides training to administer such medications, and any local board of education shall not be liable
29 in any court of law for injury resulting from the reasonable and prudent assistance in the administration
30 of such medications, if performed pursuant to the policies and guidelines developed by the departments
31 of health and education and approved by applicable regulatory or governing boards or agencies.

32 The Hickman County School System shall not assign a student with epilepsy or other seizure disorder
33 to a school other than the school for which the student is zoned or would otherwise regularly attend
34 because the student has a seizure disorder.

35 A student's parent/guardian, who has given the student's school written authorization to administer
36 anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or
37 school nurse if anti-seizure medication or prescription over-the-counter medicines are administered at a

time at which the student is not present in school. The student's IHP shall set forth with specificity the requirements of reporting administration of medication and for the dissemination of such information to volunteer school personnel trained to administer anti-seizure medication. Such notification shall be given after administration of medication before or at the beginning of the next school day in which the student is in attendance.

TRAINING

Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a school nurse in an emergency situation, the student's parent/guardian shall provide:

1. The school with a written authorization to administer the medication at school;
2. A written statement from the student's health care practitioner, which shall contain the student's name, the name and purpose of the medication, the prescribed dosage, the route of administration, the frequency that the medication may be administered, and the circumstances under which the medication may be administered;
3. Prior to its date of expiration, the prescribed medication to the school is in its unopened, sealed package with the intact label affixed by the dispensing pharmacy.

EMERGENCY ALLERGY RESPONSE PLAN

The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to: education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.²

Using the state food allergy guidelines plan as a guide, the direction shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.³

Legal References

1. TCA 49-50-1602(g)(1)
2. TCA 49-50-1602(f)
3. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, including Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools* (Tennessee Department of Education and Tennessee Department of Health, 2014)

Cross References

Medicines 6.405

Hickman County Board of Education

	Descriptor Term: Supervision of Students	Descriptor Code: 6.408	Issued Date: 04/05/21
		Rescinds: 6.408	Issued: 12/03/18

- 1 Students will be under the supervision of school personnel, either certificated or non-certificated,¹ at all
2 times, including play periods and lunch periods, as well as during the school day and during
3 extracurricular activities.
- 4 The principal shall assign students to school personnel and ensure proper supervision.

Legal References

1. TCA 49-2-303(b)(7)

Cross References

- Staff Time Schedules 5.602

Hickman County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Safe Relocation of Students</h2>	Descriptor Code: 6.4081	Issued Date: 12/07/21
		Rescinds: 6.4081	Issued: 04/05/21

- 1 Teachers who are directly responsible for a student’s education or other employees who interact with
 2 students on a professional basis may relocate a student from the student’s present location to another
 3 location when such relocation is necessary for the student’s safety or the safety of others.¹ If relocation
 4 is necessary, the process will comply with all special education laws. Such employees may also intervene
 5 in a physical altercation between two (2) or more students or between a student and a district employee.
 6 Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student
 7 is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of reasonable or
 8 justifiable force, the student shall be allowed to remain in place until local law enforcement officers or
 9 school resource officers can be summoned to relocate the student or take the student into custody until a
 10 parent/guardian can retrieve the student.
- 11 In the event that physical relocation becomes necessary, the employee shall immediately file a brief
 12 report of the incident with the principal. If the student's behavior constitutes a violation of the Board's
 13 zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report
 14 shall be kept in the student's discipline record and not become a part of that student's permanent record.
 15 The principal/designee shall notify the employee involved of the actions taken to address the behavior
 of the relocated student.¹
- 17 The Director of Schools shall develop administrative procedures regarding the safe relocation of students
 18 consistent with state law. Each principal shall fully support the employees' authority to relocate a student
 19 and ensure appropriate implementation and reporting.

Legal References

1. Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603; TCA 39-11-609 to 614

Cross References

- Code of Conduct 6.300
- Interference/Disruption of School Activities 6.306
- Zero Tolerance Offenses 6.309
- Special Education Students 6.500

INVESTMENT OPTION I

Current Situation

- Scanning processes that could be improved
- Expensive toner overages and high rates
- No current all in one solution for invoices
- Outdated machines
- High costs due to age
- **Monthly payment (Service average cost \$5,400.6)**
- **Covered: 43,950 B/W per month**
- **Covered: 12,500 Color per month**
- **Over \$30,000 in annual overages**

60 Month Metro Schools Lease Option

Monthly payment Bundle Cost for Service & Lease= \$4,820.71
(Saves \$579.89 a month for lease & Service)

- **All Pricing is State Agreement Metropolitan Nashville Public Schools CSMP:**

Service Plan Includes

- Includes 73,500 b/w copies per month. Overages reconciled quarterly at **\$.009143**
- Includes 20,650 color copies per month. Overages reconciled quarterly at **\$.04822**
- Toner, Parts, labor, training, maintenance, "We Make It Right Guarantee"

"WE MAKE IT RIGHT" SERVICE AGREEMENT"

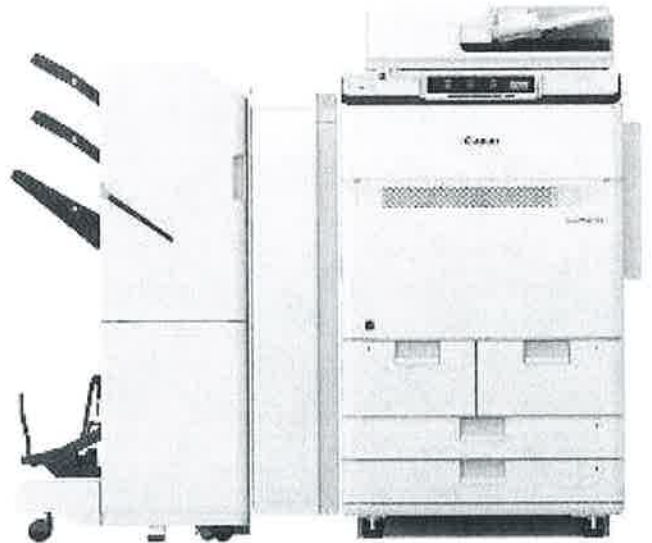
Our agreement includes the equipment, all service, parts, labor, supplies, toner, and training needed to operate the equipment.

RECOMMENDED SOLUTIONS by Location

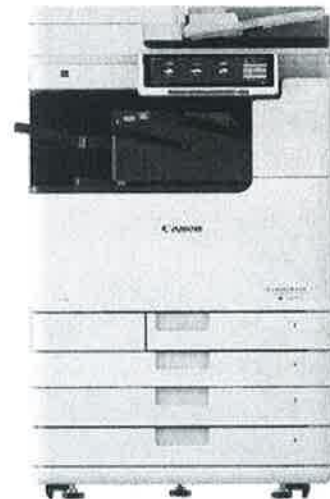
Central Office: 115
Murphee Ave

8 Machines Total
All Canon Replacement

- 2x Canon C265 (101,102)
- 65 PPM
- Copy, Print, Scan, Fax
- 2x 550 sheet trays
- 2x 1100 paper decks
- 3x out put trays
- 65 sheet Multi-stapler
- Booklet staple, Hole Punch
- 1x Pod Deck



- 2x Canon C3835i (106, Maintenance)?
- 35 PPM
- Copy, Print, Scan,
- 1x Inner Staple Finisher
- 1x Fax,
- 1x Dual Paper Feeder,
- 1x Cabinet

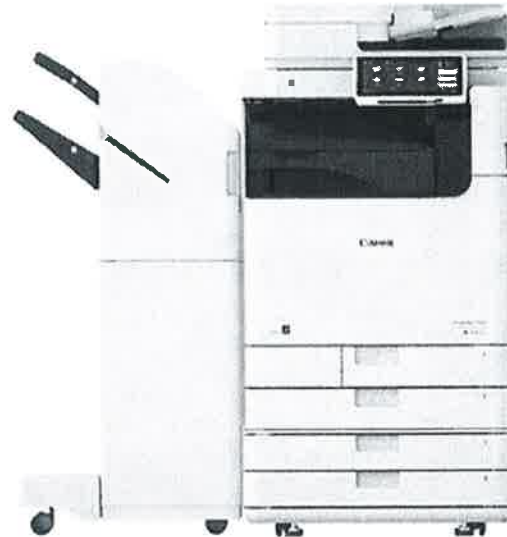


Main Office Continued

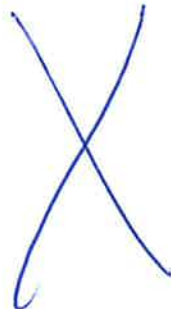
- 2x Canon C5840ii (207, 101)
- 40 PPM
- Color Copy, Print, Scan,
- 2x 550 sheet paper trays
- 2x 1,000 Sheet staple finisher
- 2x Hole Punch



- 1x Canon 4751i (108) *Maybe color*
- 51 PPM
- B/W Print, Copy, Scan
- 2x 550 sheet paper feeder
- 1,000 sheet staple finisher

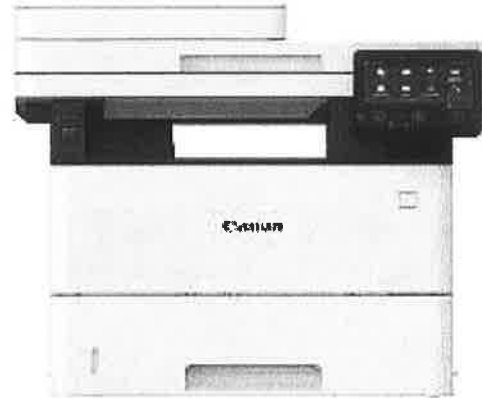


- 1x Canon 1643iF II (201)
- 45 PPM
- Print, Copy, Scan, Fax
- 550 sheet paper feeder
- Cabinet
- 50 Sheet Document Feeder



Centerville Intermediate School

- **1x Canon 1643iF
II (132)**
- **45 PPM**
- **Print, Copy,
Scan, Fax**
- **550 sheet paper
feeder**
- **50 Sheet
Document Feeder**

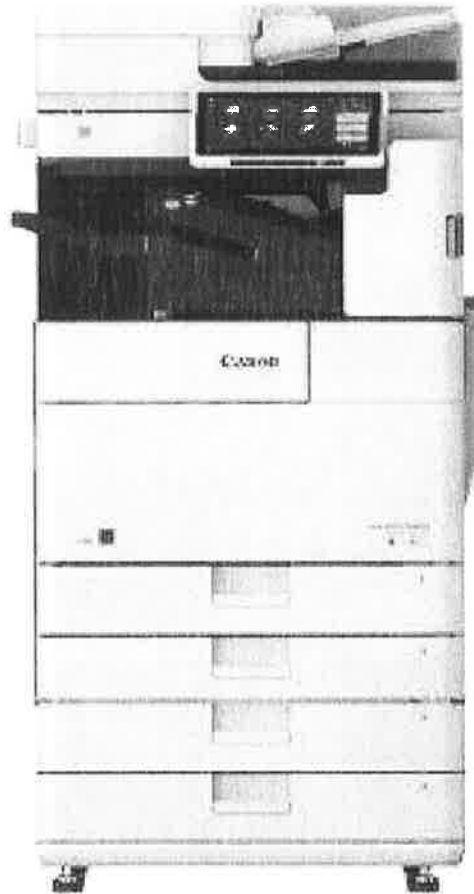


- **Canon C5840i
(132)**
- **40 PPM**
- **Color Copy,
Print, Scan**
- **2x 550 sheet
paper trays**
- **Inner Staple
Finisher**



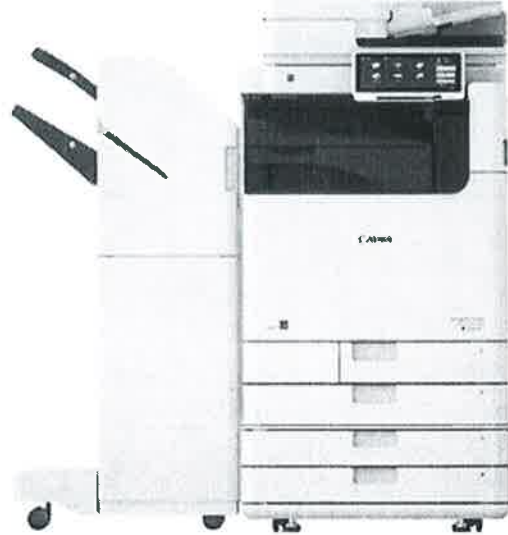
Hickman County Middle School

- **1x Canon 47151i
(Front Office-
Storage)**
- **51 PPM**
- **B/W Print, Copy,
Scan, fax**
- **2x 550 sheet
paper feeder**
- **Inner Staple
Finisher**
- **200 sheet
Single Pass
Document
Feeder**

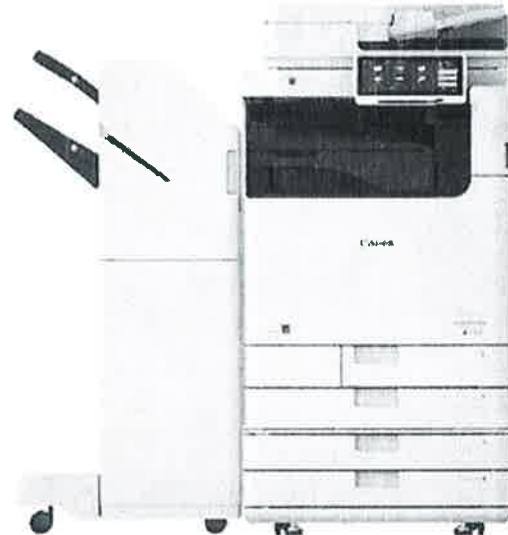


Hickman County High School

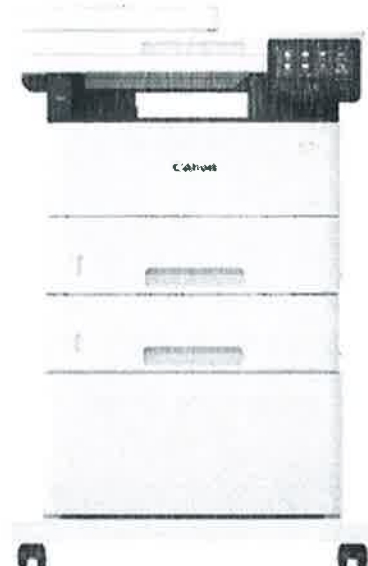
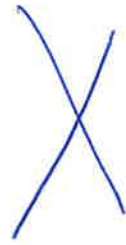
- 1x Canon C5860i
(Building B-Proj
Aware)
- 40 PPM
- Color Copy, Print,
Scan, fax
- 2x 550 sheet
paper trays
- 1,000 Sheet staple
finisher



- 1x Canon 4751i
(226 Office)
- 51 PPM
- B/W Print, Copy,
Scan
- 2x 550 sheet
paper feeder
- 1,000 sheet staple
finisher

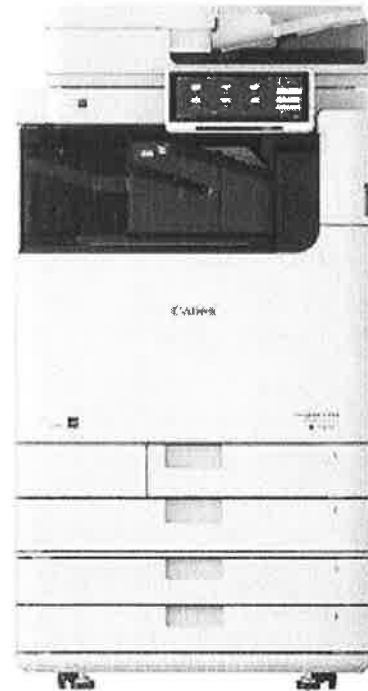


- 1x Canon 1643iF II
(HCHS-Family
Resource)
- 45 PPM
- Print, Copy, Scan,
Fax
- 550 sheet paper
feeder
- Cabinet
- 50 Sheet
Document Feeder

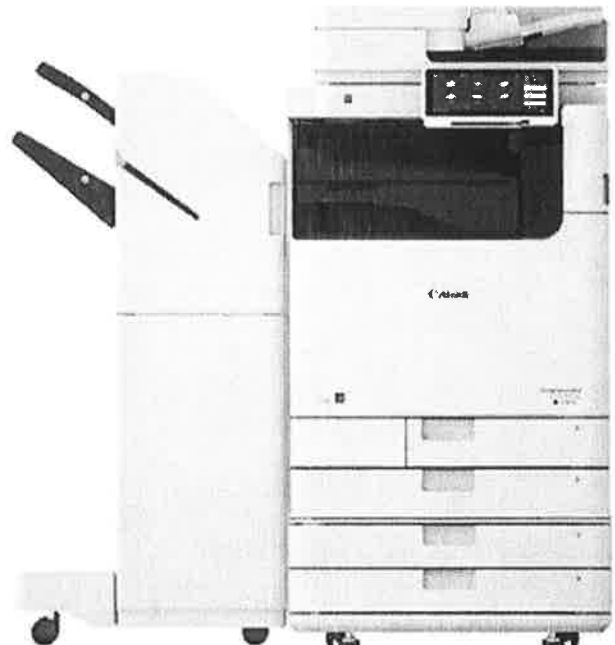


East Hickman Elementary School

- **Canon C5850i (Front Office)**
- **50 PPM**
- **Color Copy, Print, Scan, fax**
- **2x 550 sheet paper trays**
- **Inner Staple Finisher**

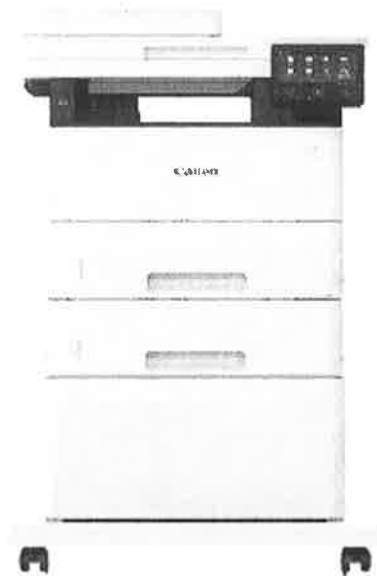


- **Canon 4835i (Title 1)**
- **35 PPM**
- **B/W Print, Copy, Scan, Fax**
- **1,000 sheet staple finisher**
- **Hole Punch**
- **2x 550 sheet paper feeders**

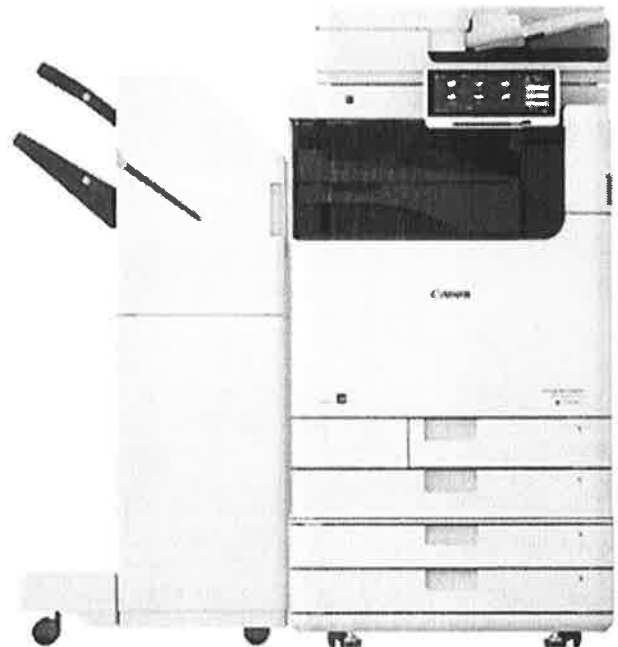


East Hickman Intermediate School

- **1x Canon
1643iF II (123)**
- **45 PPM**
- **Print, Copy,
Scan, Fax**
- **550 sheet
paper feeder**
- **Cabinet**
- **50 Sheet
Document
Feeder**

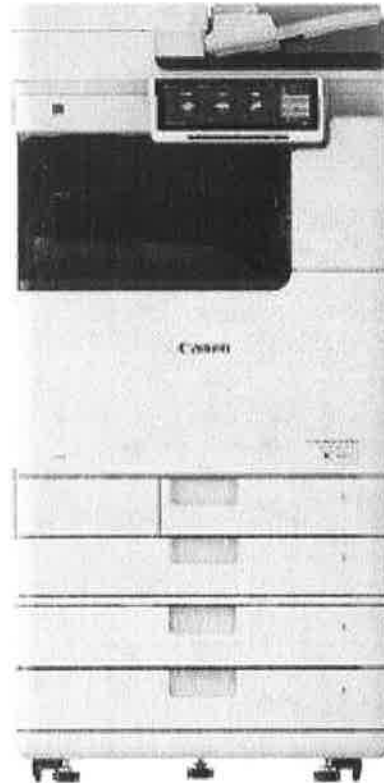


- **Canon C5840i
(152)**
- **40 PPM**
- **Color Copy,
Print, Scan**
- **2x 550 sheet
paper trays**
- **1,000 sheet
Staple Finisher**
- **Hole Punch**



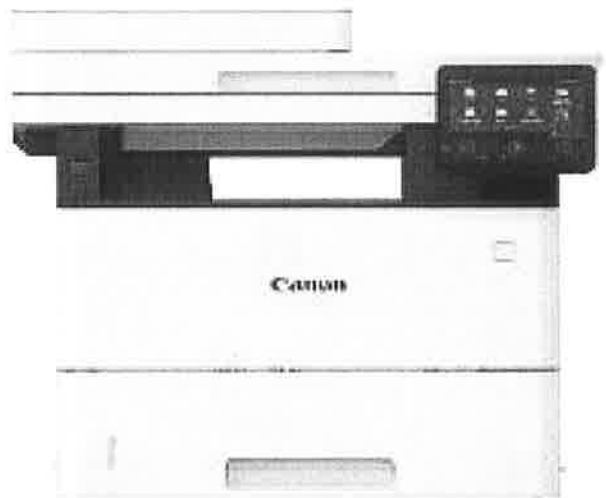
East Hickman Middle School

- **1x Canon 4835i
(100)**
- **35 PPM**
- **B/W Print, Copy,
Scan**
- **2x 550 sheet
paper feeder**
- **200 sheet Single
Pass Document
Feeder**

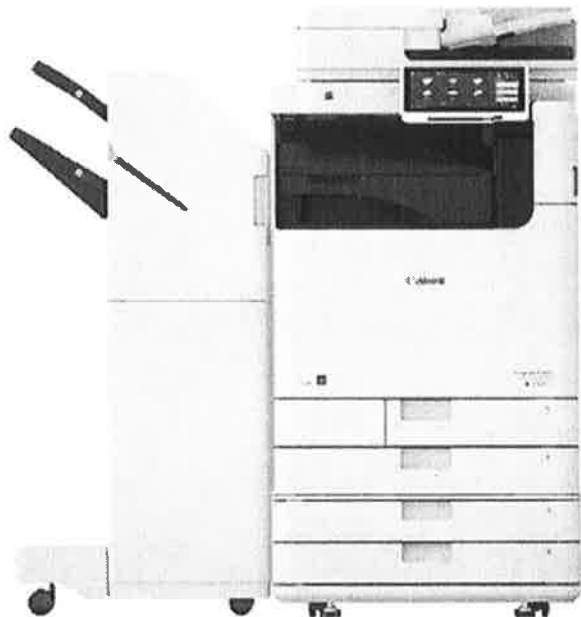


East Hickman High School

- **1x Canon 1643iF II (214-Bookkeeper)**
- **45 PPM**
- **Print, Copy, Scan, Fax**
- **550 sheet paper feeder**
- **50 Sheet Document Feeder**



- **Canon 6860i (Front Office)**
- **60 PPM**
- **Print, Copy, Scan, Fax**
- **2x 550 sheet paper feeder**
- **1,000 Sheet Staple Finisher**
- **Hole Punch**



ENTECH

CONSULTING ENGINEERS

5301 VIRGINIA WAY, SUITE 140
BRENTWOOD, TENNESSEE 37027
PHONE: (615)373-2640 FAX: (615)373-4837

AN AGREEMENT FOR ENGINEERING SERVICES

Client's Name: **Hickman County School System**

Date: **May 19, 2023**

Address: **115 Murphree Avenue
Centerville, TN 37033
(931)729-3391**

Project Name/Location: **East Hickman Intermediate School - Fire Alarm System Replacement
5198 East Eagle Drive
Lyles, TN**

Description of Project: **Replacement of existing Fire Alarm System**

Services Required: **Electrical design services including Construction Documents, Bidding Phase Assistance,
Shop Drawing Review and Job Observation during the scheduled period of construction.**

Compensation for Services: **Fixed Fee of \$25,750.00.**

Special Conditions: **Fee includes attendance of pre-bid and bid opening meetings. Printing expenses,
Travel expenses, Building Code Review fees if required, will be billed separately
as project expenses with a 1.0 multiplier.**

THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM ARE AN INTEGRAL PART OF THIS AGREEMENT.

Offered By:

Accepted By:



(signature)

(signature)

Ben L. Hunter, Vice President

(print name/title)

(print name/title)

ENTECH ENGINEERING, INC.

Hickman County School System

(Client's Company Name)

TERMS AND CONDITIONS

ACCESS TO THE SITE/JOBSITE SAFETY:

Unless otherwise stated, Entech Engineering, Inc. will have access to the site for activities necessary for the performance of the services. The Client understands that Entech Engineering, Inc. is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety, and will not be responsible for any losses or injuries that occur at the Project site.

INDEMNIFICATIONS:

The Client and the Consultant mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from their own negligent acts, errors or omissions in the performance of their services under this Agreement, to the extent that each party is responsible for such damage, liabilities and costs on a comparative basis of fault.

INSURANCE:

Entech Engineering, Inc. shall secure and endeavor to maintain such insurance as will protect the client from claims of negligence, bodily injury, death, or property damage which may arise out of the performance of Entech Engineering, Inc. services under this agreement.

RISK ALLOCATION:

In recognition of the relative risks, rewards and benefits of the project to both the Client and Entech Engineering, Inc. the risk have been allocated such that the Client agrees that, to the fullest extent permitted by law, Entech Engineering, Inc. total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from cause or causes, shall not exceed the amount of our fee or Fifty Thousand (\$50,000.00) dollars, whichever is greater for any claim arising out of Entech Engineering, Inc. negligence.

TERMINATION OF SERVICES:

This agreement may be terminated by the Client or Entech Engineering, Inc. upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination. In the event of termination not the fault of Entech Engineering, Inc. the Client shall compensate Entech Engineering, Inc. for services performed prior to termination, together with Reimbursable Expenses, as well as Termination Expenses due.

REIMBURSABLE EXPENSES:

Reimbursable expenses are in addition to compensation for Basic Services, and include, but not limited to, expense of transportation in connection with the project; expenses in connection with authorized out-of-town travel; long distance communications; and fees paid for securing approval of authorities having jurisdiction over the project. These reimbursable expenses shall be billed as a multiple of 1.1 times the cost incurred by Entech Engineering, Inc.

TERMINATION EXPENSES:

Termination expenses are in addition to compensation for Basic services, and include expenses which are directly attributable to termination, and are computed as a percentage of the total compensation for Basic services earned to time of termination.

DISPUTES RESOLUTION:

All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or breach thereof shall be presented to non-binding mediation, subject to the parties agreeing to a mediator.

OWNERSHIP OF DOCUMENTS:

All documents produced by Entech Engineering, Inc. under this agreement shall remain the property of Entech Engineering, Inc. and may not be used by the Client or any person or endeavor without written consent of Entech Engineering, Inc.

OPINIONS OF CONSTRUCTION COST:

Any opinion of probable construction cost prepared by Entech Engineering, Inc. represents the judgement of design professionals and is supplied for general guidance only. Entech Engineering, Inc. does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost.

APPLICABLE LAW:

Unless otherwise provided, this agreement shall be governed by the law of the State of Tennessee.

BILLINGS AND PAYMENTS:

Invoices for services shall be submitted, at Entech Engineering, Inc. option, either upon completion of such services or on a monthly basis, unless otherwise stated on page one. Invoices are due when rendered and shall be considered past due if not paid within Thirty (30) days after issue date. If the invoice is not paid within Thirty (30) days Entech Engineering, Inc. may, without waiving claim or right against Client, and without liability whatsoever to the Client, terminate the performance of services. Retainers or initial payments shall be credited on final invoice.

LATE PAYMENTS:

Unpaid accounts may be subject to a monthly service charge of 1.5% of the then unpaid balance (18.0% true annual rate), at the sole discretion of Entech Engineering, Inc. In the event the account or any portion thereof remains unpaid Sixty (60) days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:

If determined that the Design Professional's Basic Services do not include project observation, and that such services will be provided by the Client or Owner, the Owner assumes all responsibility for interpretation of the Contract Documents and for construction observation and supervision and waives any claims against the Design Professional that may be in any way connected thereto. In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold the Design Professional harmless from any loss, claim or cost, including reasonable attorney fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Design Professional. If Client requests in writing that the Design Professional provide any specific construction phase services and if the Design Professional agrees in writing to provide such services, then they shall be compensated for as Additional Services.



Person Data

Person Identifier	First Name	Last Name	Balance	School
			-\$18,672.05	

Number of Records: 360

FILTERS	
Name(s)	Value(s)
Balance as of Date	5/17/2023
Ignore Zero Balances	✓
Only Negative Balances	✓

CES - \$1451.45
 EES - \$2582.12
 CIS - \$1169.91
 EIS - \$3943.79
 Hms - \$253.16
 HCHS - \$4220.99
 EHHS - \$5050.63

 \$18672.05

Hickman County Board of Education

	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 04/04/22
		Rescinds: 3.600	Issued: 01/06/20

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.²

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.³ 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.⁴

17 **ANNUITIES⁵**

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. TCA 49-11-902
2. TCA 49-2-102; TCA 8-19-101 *et seq.*
3. TCA 49-2-209
4. 45 CFR § 164.302 *et seq.*
5. TCA 49-2-208

Cross References

- Payroll 2.802
Work-Based Learning 4.211

Hickman County Board of Education

Descriptor Term: Classification and Qualifications	Descriptor Code: 5.102	Issued Date: 05/01/23
	Rescinds: 5.102	Issued: 10/03/22

1 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

2 All administrative and supervisory positions in the school system are established initially by the Board,
3 by state law, or State Board Rule, Regulations, and Minimum Standards.

4 To be considered for certificated administrative or supervisory positions, the applicant must show the
5 following qualifications:

- 6 1. Professional teaching certification; and
- 7
- 8 2. Administrative or supervisory certification and experience in accordance with state law and
9 State Board Rules and Regulations in the appropriate area based on the minimum of a
10 master's degree.

11 Non-certified administrative and supervisory personnel shall possess sufficient training and experience
12 to perform the services required and such additional qualifications as the Board and director shall
13 determine.

14 PROFESSIONAL PERSONNEL

15 The professional staff members are the personnel whose employment status requires certification in
16 accordance with the rules and regulations of the State Board of Education.

17 It is the responsibility of the employee to secure a certificate and to maintain its validity and for
18 registering it with the Board. Teaching contracts are automatically invalid if a certificate is allowed to
19 lapse.

20 SUPPORT PERSONNEL

21 The non-certificated staff members are personnel whose regular employment does not require
22 certification in accordance with rules and regulations of the State Department of Education. Non-
23 certificated personnel include the following employees: bookkeepers, secretaries, clerks, maintenance
24 employees, custodial employees, cafeteria employees, teacher assistants and bus personnel.

25 FULL TIME EMPLOYMENT

26 Full time employment is defined as working a minimum of thirty hours per week for a minimum of
27 thirty-six weeks. Benefits are not available to part time employees except as recommended by the
28 director and approved by the Board.

RESOLUTION

The undersigned, being all of the members of the _____ County Board of Education, hereby adopt the following resolutions by unanimous consent and direct that this Resolution be entered in the minute books.

WHEREAS, the Board recognizes that bus drivers, cafeteria workers, and support staff are an essential part of the school system; and

WHEREAS, the Board recognizes the difficulty in finding and training employees to fill these positions; and

WHEREAS, the Board wishes to retain these employees by offering retirement, health, and life insurance benefits; and

WHEREAS, the Board desires to allow its bus drivers, cafeteria employees, and other support staff who work at least 25 hours per week to continue to participate in the Local Education Plan.

NOW, THEREFORE, BE IT RESOLVED, that the _____ County Board of Education does hereby request that Benefits Administration retain on the state-sponsored insurance plan those employees who work at least 25 hours per week and have been employed by the Board at least twelve (12) months.

BE IT FURTHER RESOLVED, that the _____ County Board of Education will continue its monetary support of these employees.

IN WITNESS WHEREOF, the undersigned, as chairman of the _____ County Board of Education, has executed this Resolution effective as of _____.

Printed Name/Signature

Chairman, _____ County Board of Education

Resolution 23-02

Hickman County Schools

The undersigned, being all of the members of the Hickman County Board of Education, hereby adopt the following resolutions by unanimous consent and direct that this Resolution be entered in the minute books.

WHEREAS, the Board recognizes that bus drivers, cafeteria workers, and support staff are an essential part of the school system; and

WHEREAS, the Board recognizes the difficulty in finding and training employees to fill these positions; and

WHEREAS, the Board wishes to retain these employees by offering retirement, health, and other benefits; and

WHEREAS, the Board desires to allow its bus drivers, cafeteria employees, and other support staff who work at least 25 hours per week to continue to participate in the Local Education Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Hickman County Board of Education does hereby request that Benefits Administration retain on the state-sponsored insurance plan those employees who work at least 25 hours per week and have been employed by the Board at least twelve (12) months.

BE IT FURTHER RESOLVED, that the Hickman County Board of Education does hereby request that Benefits Administration retain on the state-sponsored insurance plan those employees who work at least 25 hours per week and have been employed by the Board at least twelve (12) months.

BE IT FURTHER RESOLVED, that the Hickman County Board of Education will continue its monetary support of these employees.

IN WITNESS WHEREOF, the undersigned, as chairman of the Hickman County Board of Education, has executed this Resolution effective as of July 1, 2023.

Printed Name/Signature

Chairman, Hickman County Board of Education

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Football

Proposed Fundraising Activities: Team Sponsorship Banner

Proposed Uses of Funds Raised: New Uniforms, helmets, pads
and field equipment

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

Method by which school will receive profit: Check or Cash

Requested by (Name/Title): MARIO FRAZIER (HC) Football Date: 5/15/2023

Approved by (Principal): Bryce Arfw Date: 5/17/23

Approved by (Director of Schools): Michelle Hivent Date: 5/18/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Football

Proposed Fundraising Activities: Dinner & Show or Movie Night

Proposed Uses of Funds Raised: New Uniforms, helmets, pad
and field equipment

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

Method by which school will receive profit: Check or Cash

Requested by (Name/Title): MARCO FRAZZER (HC) Football Date: 5/15/2023

Approved by (Principal): Byron Angli Date: 5/17/23

Approved by (Director of Schools): Michelle Stewart Date: 5/18/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: East Hickman Middle School Girls Basketball

Proposed Fundraising Activities: Free-Throw-A-Thon, Girls shooting 50 Free Throws to people pledging money for made shots or donations

Proposed Uses of Funds Raised: Apparel, Leagues, Camps, Game Gear

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

East Hickman Middle School Girls Basketball Players
Event to take place on Sunday, August 30th from 2:30-3:30 pm
at EHHS Gym.

Method by which school will receive profit: Donations & Pledges

Requested by (Name/Title): Tucker Hobbs / Head Coach Date: 05/03/23

Approved by (Principal): [Signature] Date: 5/5/23

Approved by (Director of Schools): Michelle Brewer Date: 5/16/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: East Hickman Middle School Girls Basketball
East Hickman Middle School Boys Basketball

Proposed Fundraising Activities: 30th Annual Eagle Tip-Off Classic Basketball
Tournament. Held Oct. 19th-21st

Proposed Uses of Funds Raised: Apparel, Camps, equipment, Game gear

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

East Hickman Middle School Girls & Boys basketball players
& parents will be involved.

Method by which school will receive profit: Tournament entry fees & concessions

Requested by (Name/Title): Tucker Hobbs Date: 05/03/23

Approved by (Principal): Brian Kinnard
[Signature] Date: 5/5/23

Approved by (Director of Schools): Michelle Stewart Date: 5/16/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: East Hickman Middle School Volleyball

Proposed Fundraising Activities: Car Wash at Signature Realty

June 3

Proposed Uses of Funds Raised: Volleyball Team equipment

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

Volleyball team

Method by which school will receive profit: Cash

Requested by (Name/Title): Heather Nihoff

Date: May 1, 2023

Approved by (Principal):

Bryan Craft

Date:

5/5/23

Approved by
(Director of Schools):

Michelle Givert

Date:

5/15/23

**SCHOOL SUPPORT ORGANIZATIONS
PROPOSED FUNDRAISING ACTIVITIES**

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

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

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

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

ORGANIZATION: Above the Rim Club, Inc. / HCHS Basketball Program

DATE OF PROPOSED FUNDRAISING 5-29-23 - 7-31-23

PROPOSED FUNDRAISING ACTIVITY: "Carnival" Fundraiser

PROPOSED USES OF FUNDS RAISED: Dr. Best shooting machine / needs of HCHS Basketball program

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

REQUESTED BY [Signature] Principal DATE 5-17-23

REVIEWED BY [Signature] DATE 5/19/23

APPROVED BY Michelle Giben DATE 5/24/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 869 JROTC

Proposed fundraising activities: Car wash @ Pizza Junction
May 20 2-4 pm

Purposed Uses of funds raised Transportation cost for
JROTC activities

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

Method by which school will receive profit Cash collection

Requested by Mary Sally First Sergeant
Name/Title

Date 5/8/2023

Approved by [Signature]
Principal

Date 5/15/23

Approved by Michelle Hibert
Director of Schools*

Date 5/15/23

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCHS Football


Proposed fundraising activities: Online Store

Purposed Uses of funds raised

Helmet Purchases, paint, referees etc.

Expected student involvement (school-wide or specific school organization) Sharing on social media

Method by which school will receive profit Check from BSN

Requested by  Date 5-3-23
Name/Title

Approved by  Date 5/3/23
Principal

Approved by Michelle Bivert Date 5/5/23
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name GOLF

Account Number 612

Proposed fundraising activities: Snap Raise

Purposed Uses of funds raised: GOLF Shirts / Equipment

Expected Student involvement (school-wide or specific school organization): Students put in emails and it sends them to ask for donations to help the team

Method by which school will receive profit: Check from Snap Raise

Requested by: Caleb Brewer Head Golf Coach 5/16/23
Name/Title Date

Approved by: Kim Williams 5/16/23
Principal Date

Approved by: Michelle Hevert 5/17/23
Director of Schools* Date

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



DOUG LANE
2059 Lake Drive, Centerville, TN 37033

NALD GAMMONS
8419 Rice Ln., Lyles, TN 37098

TIM HOBBS
9220 Old Bon Aqua Rd., Bon Aqua, TN 37026

JIM HUDGINS
1287 E Grinders Switch Rd., Centerville, TN 37033

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

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

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

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

School Support Organization Request For Fundraising Activities

Organization Soar and Score Booster Club

Proposed Fundraising Activity 4th - 6th grade Playdays

Date(s) Nov. 4th, Nov. 18th, Dec. 2nd, Dec. 9th, Dec. 16th, Jan 13th

Location(s) EHMS + EHHS Gymnasiums

Requested By Pippa Saylor
Person in Charge of Organization

4-30-23
Date

Recommended By Kimberly Williams
Principal

5/1/23
Date

Approved Michelle Gilbert
Director of Schools or Designee

5/16/23
Date

Not Approved _____
Director of Schools or Designee

Date

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



DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
8419 Rice Ln., Lyles, TN 37098

TIM HOBBS
9220 Old Bon Aqua Rd., Bon Aqua, TN 37026

JIM HUDGINS
1267 E Grinders Switch Rd., Centerville, TN 37033

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

SHERRI BAKER
8037 E 40 Rd., Bon Aqua TN 37026

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

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

School Support Organization Request For Fundraising Activities

Organization Seas and Score Booster Club

Proposed Fundraising Activity Free Throw-A-Thon

Date(s) June 17, 2023

Location(s) EHS Gymnasium

Requested By Pippa Saylor 4-30-23
President/Chair of Organization Date

Recommended By Kumbuly Williams 5/1/23
Principal Date

Approved Michelle Gilbert 5/16/23
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ETHS Cross Country

Proposed fundraising activities: BSN^{Sports} Team Store

Purposed Uses of funds raised -Purchase new uniforms for the boys' team and pay conference/meet fees

Expected student involvement (school-wide or specific school organization) Boys and Girls Cross Country teams

Method by which school will receive profit A check from BSN Sports after the order is shipped

Requested by Amy Matney / XC Coach Date 5-8-23
Name/Title

Approved by Kimberly Williams Date 5-8-23
Principal

Approved by Michelle Hivert Date 5/8/23
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EH Southern Cheer Booster

Account Number Set for July 22, 2023

Proposed fundraising activities: Kickball tournament at Buford McCord park
Ragball tournament at Buford McCord park

Purposed Uses of funds raised: Provide cheerleaders with sponsorships
and equipment and help with competitions

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

Method by which school will receive profit: Provide cheerleaders with sponsorships
and equipment and help with competitions

Requested by: Tonya England/President
Name/Title

5/23/23
Date

Approved by: [Signature]
Principal

5/30/23
Date

Approved by: [Signature]
Director of Schools*

5/31/23
Date

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

revised 4-2019