

**HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---September 8, 2025**

The Hickman county Board of Education met on September 8, 2025, at 6:30 PM in Central Office - Room 203.

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

I. Call To Order

II. Public Comment

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

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for September 8, 2025

Motion to approve the agenda for September 8, 2025 with an additional non-action item.

Motion made by Jane Herron.

Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

VI. Regular Meeting Minutes for August 4, 2025

Motion to approve the Regular Meeting Minutes for August 4, 2025.

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

HICKMAN COUNTY BOARD OF EDUCATION
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VII. Special Recognition

A. Employee of the Month

VIII. Consent Agenda Items

Motion to approve the Consent Agenda Items.

Motion made by Christy Mays.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Personnel Report

C. Financial Report

D. Attendance Report

IX. Informational Items Requiring No Board Action

A. Strategic Plan

Working session dates will be emailed that would work for everyone. OPEB can be included.

B. OPEB

C. EHHS Financial Donation from Apex Bank

D. Review Board Policy 1.806

E. District Enrollment

X. Items Requiring Board Action

A. Trip Requests

1. EHHS National Conference for Student Journalism

Motion to approve EHHS National Conference for Student Journalism in Nashville, TN.

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

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Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

2. HCHS JROTC Raider Competition - September 2025

Motion to approve HCHS JROTC Raider Competition - September 2025.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

3. HCHS JROTC Raider Competition - October 2025

Motion to approve HCHS JROTC Raider Competition - October 2025.

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

B. EHHS Equestrian Club "Future Vets United"

Motion to approve EHHS Equestrian Club "Future Vets United".

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

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Yea: 5, Nay: 0, Absent: 2

C. Approve KBJM Architect Contract for EHHS Roof

Motion to approve KBJM Architect Contract for EHHS Roof.

Motion made by Christy Mays.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

D. HCHS Classroom Renovation Change Order

Motion to approve HCHS Classroom Renovation Change Order.

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

E. Budget Amendments

Motion to approve budget amendments 10, 11, 12, 13, and 14.

Motion made by Jane Herron.

Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

F. Board Policies

1. Revised Board Policy 6.200 - 1st Reading

Motion to revise Board Policy 6.200 as presented - waived
2nd reading.

Motion made by Jane Herron.

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Motion seconded by Tim Hobbs.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherrri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

2. Board Policies Review 6.4081--6.503

Motion to review board policies 6.4081-6.503.

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherrri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

G. Approve Amended Contract with Lyle, Cook, Martin Architects for Services Rendered in Conjunction with the HCHS Consumer Science Classroom Renovation.

Motion to Approve Amended Contract with Lyle, Cook, Martin Architects for Services Rendered in Conjunction with the HCHS Consumer Science Classroom Renovation.

Motion made by Tim Hobbs.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherrri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

XI. Board Policy 1.200 - Method of Election of Officers

XII. Board Officer Elections 2025-2026

A. Chair

Tim Hobbs nominated Chair.

Motion made by Jane Herron.

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Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

B. Vice Chair

Doug Lane is vice chair.

Motion made by Jane Herron.

Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

C. Pro-Tem

Jane Herron made Pro-Tem.

Motion made by Sherri Baker.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 5, Nay: 0, Absent: 2

D. Legislative Representative

Christy Mays legislative representative.

Motion made by Pippa Taylor.

Motion seconded by Sherri Baker.

Motion Result: Passed

Tabitha Cude: Absent

Doug Lane: Absent

Sherri Baker: Yea

Jane Herron: Yea

Tim Hobbs: Yea

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Christy Mays: Yea
Pippa Taylor: Yea
Yea: 5, Nay: 0, Absent: 2

E. Student Representatives' Mentors Assigned by Chair

Mentors assigned by chair (Emily Kuhn, EHHS; Kitty Bates, HCHS)
Sherri Baker will be mentoring.
Motion made by Tim Hobbs.
Motion seconded by Sherri Baker.
Motion Result: Passed

Tabitha Cude: Absent
Doug Lane: Absent
Sherri Baker: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Yea: 5, Nay: 0, Absent: 2

XIII. Announcements

A. Regular Board Meeting for October 20, 2025 (location - HCHS
Library due to retiree awards)

XIV. Closing Comments

A. Legislative Representative
B. Board Chair, Board Members and Director of Schools

XV. Adjourn

Motion to adjourn meeting.
Motion made by Christy Mays.
Motion seconded by Jane Herron.
Motion Result: Passed

Tabitha Cude: Absent
Doug Lane: Absent
Sherri Baker: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Yea: 5, Nay: 0, Absent: 2



DOUG LANE
2059 Lake Drive, Centerville, TN 37033

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

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

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

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

JANE HERRON
PO Box 13, Nunnely, TN 37137

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

The Hickman County Board of Education will meet in regular session on Monday, September 8, 2025 at 6:30 p.m. in RM 203 of the Hickman County Board of Education Office Complex.

- I. Call to Order
- II. Public Comment
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Agenda for September 8, 2025
- VI. Regular Meeting Minutes for August 4, 2025
- VII. Special Recognition
 - A. Employee of the Month—Doug Lane
- VIII. Consent Agenda Items
 - A. Board Chair's Report
 1. Chair's Countersigned Warrants
 - B. Personnel Report
 - C. Financial Report
 - D. Attendance Report
- IX. Informational Items Requiring No Board Action
 - A. Strategic Plan—Director of Schools
 - B. OPEB—Business Officer
 - C. EHHS Financial Donation from Apex Bank—Director of Schools
 - D. Review Board Policy 1.806—Director of Schools
 - E. District Enrollment—Director of Schools
- X. Items Requiring Board Action
 - A. Trip Requests
 1. EHHS National Conference for Student Journalism—Sponsor and Students
 2. HCHS JROTC Raider Competition - September—Instructor and Cadets
 3. HCHS JROTC Raider Competition - October—Instructor and Cadets
 - B. EHHS Equestrian Club "Future Vets United"—Kenda Polk
 - C. Approve KBJM Architect Contract for EHHS Roof—Director of Schools

- D. HCHS Classroom Renovation Change Order—Derek Newsom
- E. Budget Amendments—Business Officer
- F. Board Policies—Misty Shelton
 - 1. Revised Board Policy 6.200 – 1st Reading—Misty Shelton
 - 2. Board Policies Review 6.4081—6.503

XI. Board Policy 1.200 – Method of Election of Officers

XII. Board Officer Elections 2025-2026

- A. Chair
- B. Vice Chair
- C. Pro-Tem
- D. Legislative Representative
- E. Student Representatives' Mentors Assigned by Chair

XIII. Announcements

- A. Regular Board Meeting for October 20, 2025 (**location – HCHS Library due to retiree awards**)

XIV. Closing Comments

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

XV. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---August 4, 2025

The Hickman county Board of Education met on August 4, 2025, at 6:30 PM in Central Office - Room 203.

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

I. Call To Order

II. Public Comment

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

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for August 4, 2025

Motion to approve the Agenda for August 4, 2025.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VI. Regular Meeting Minutes for July 7, 2025

Motion to approve the Regular Meeting Minutes for July 7, 2025.

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VII. Special Recognition

A. Employee of the Month

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---August 4, 2025

VIII. Consent Agenda Items

- A. Board Chair's Report
 - 1. Chair's Countersigned Warrants
- B. Personnel Report
- C. Financial Report
- D. Attendance Report
- E. TSBA OPEB Quarterly Report

IX. Informational Items Requiring No Board Action

- A. TISA State Update
- B. FY25 Budget Closeout
- C. Federal Programs Financial Update
- D. Hickman County High School Building Update
- E. Centerville Elementary School/Centerville Intermediate School Fence Project
- F. East Ball Park Road
- G. Hickman County High School Consumer Science Classroom/Lab
- H. East Hickman High School Career Tech Addition

X. Items Requiring Board Action

- A. Bid Approval Request For Walk-In Freezer - \$39,549.00
Motion to approve Bid Approval Request For Walk-In Freezer - \$39,549.00 (MobileFixture).
Motion made by Tim Hobbs.
Motion seconded by Jane Herron.
Motion Result: Passed

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

Yea: 6, Nay: 0, Absent: 1

- B. Approval of Tennessee School Plant Management Association Membership Dues - \$475.00
Motion to Approve Tennessee School Plant Management Association Membership Dues - \$475.00.
Motion made by Jane Herron.
Motion seconded by Tabitha Cude.
Motion Result: Passed

Sherri Baker: Absent

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---August 4, 2025

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

C. Approval of Updated Certified Salary Schedule

Motion to approve Updated Certified Salary Schedule.

Motion made by Christy Mays.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

D. Budget Amendments

Motion to approve budget amendment #3- #7. #8 is the teacher stipend. #9 is the position on budget.

Motion made by Tabitha Cude.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

E. Board Policies

1. Revised Board Policy 5.110 (2nd Reading)

Motion to approve Revised Board Policy 5.110 (2nd Reading).

Motion made by Tim Hobbs.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---August 4, 2025

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

2. Board Policies Review - 6.400--6.408
Motion to approve Board Policies Review - 6.400--6.408.
Motion made by Tabitha Cude.
Motion seconded by Jane Herron.
Motion Result: Passed

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

F. Approve a School Psychologist Position
Motion to approve a School Psychologist Position.
Motion made by Jane Herron.
Motion seconded by Christy Mays.
Motion Result: Passed

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

G. Consideration to Renew the Contract for the Director of Schools
Motion to consider the renewal of the director's contract.
Motion made by Doug Lane.
Motion Result: Withdrawn

XI. Announcements

A. TSBA 2025 South Central Fall District Meeting - September 2, 2025.
Hickman County will be hosting this meeting in the Library at HCHS.
Registration will begin at 4:30 p.m. The meeting will begin at 5:00 p.m.
and will adjourn at 7:00 p.m. Please plan to arrive around 4:00 p.m. since
we are hosting. Please let Debbie know if you need help with your
registration.

B. Regular Board Meeting for September 8, 2025

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C. TSBA Annual Convention - November 13-16, 2025
Please let Debbie know if you need help with your registration.

XII. Closing Comments

A. Legislative Representative

B. Board Chair, Board Members and Director of Schools

XIII. Adjourn

Motion to adjourn meeting.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Absent

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>						<u>Amount</u>
Cafeteria	143						
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>			
43000577	Centerville Elementary Cafeteria	1280	07/28/2025	143- -11140			\$20.00
43000578	Centerville Intermediate School Cafeteria	1293	07/28/2025	143- -11140			\$20.00
43000579	East Hickman Elementary School Cafeteria	2197	07/28/2025	143- -11140			\$20.00
43000580	East Hickman High School Cafeteria	2177	07/28/2025	143- -11140			\$375.00
43000581	East Hickman Intermediate School Cafeteria	2216	07/28/2025	143- -11140			\$20.00
43000582	East Hickman Middle School Cafeteria	2218	07/28/2025	143- -11140			\$50.00
43000583	Hickman Co High School Cafeteria	2747	07/28/2025	143- -11140			\$375.00
43000584	Hickman Co Middle School	2788	07/28/2025	143- -11140			\$50.00
43000585	SNA Depository	4878	07/28/2025	143- -11140			\$188.00
143 Total:							\$1,118.00
Bank Total:							\$1,118.00
Bank Payment Count:							9

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003343	Pawlak, Mark	6426	07/28/2025	141- -11140	\$25.00
41003344	Pape, Sandra M.	7560	07/28/2025	141- -11140	\$75.00
141 Total:					\$100.00
Bank Total:					\$100.00
Bank Payment Count:					2

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003345	County Of Hickman Misc Acct	1633	07/30/2025	141- -11140	\$5,262.16
41003346	Hickman County Trustee	2937	07/30/2025	141- -11140	\$67,842.00
141 Total:					\$73,104.16
Bank Total:					\$73,104.16
Bank Payment Count:					2

Hickman County Finance
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000852	Hickman County Trustee	2937	07/30/2025	142-010-11140		\$3,368.84
142-010 Total:						\$3,368.84
42000852	Hickman County Trustee	2937	07/30/2025	142-170-11140		\$1,621.96
142-170 Total:						\$1,621.96
42000851	Hickman Co Board Of Ed.	2734	07/30/2025	142-901-11140		\$31,639.35
42000852	Hickman County Trustee	2937	07/30/2025	142-901-11140		\$1,048.30
142-901 Total:						\$32,687.65
42000851	Hickman Co Board Of Ed.	2734	07/30/2025	142-933-11140		\$158,681.72
142-933 Total:						\$158,681.72
Bank Total:						\$196,360.17
Bank Payment Count:						2

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003347	A-1 Signs, Inc.	768	07/31/2025	141- -11140	\$330.00
41003348	Barnes & Noble, Inc.	1211	07/31/2025	141- -11140	\$288.61
41003349	Beard, Darrell	1239	07/31/2025	141- -11140	\$37.15
41003350	County Of Hickman Misc Acct	1633	07/31/2025	141- -11140	\$2,671.04
41003351	Ferrellgas	7446	07/31/2025	141- -11140	\$627.47
41003352	Four Seasons Outdoors & Sports	2334	07/31/2025	141- -11140	\$470.00
41003353	Great Minds, PBC	7058	07/31/2025	141- -11140	\$2,749.56
41003354	Jenkins, Kilee	8902	07/31/2025	141- -11140	\$1,761.50
41003355	Jones Heat & Air	3305	07/31/2025	141- -11140	\$2,157.64
41003356	Lumen/Centurylink	4577	07/31/2025	141- -11140	\$75.81
41003357	Main Street Media	8777	07/31/2025	141- -11140	\$300.00
41003358	Owen's Oil Co., Inc.	4257	07/31/2025	141- -11140	\$18,027.51
41003359	Personnel concepts	6151	07/31/2025	141- -11140	\$508.45
41003360	Rose, Kathryn	8928	07/31/2025	141- -11140	\$37.15
41003361	Scholastic, Inc.	4871	07/31/2025	141- -11140	\$32.78
41003362	SLP Toolkit, LLC	6696	07/31/2025	141- -11140	\$225.00
41003363	Tennessee School Board Assoc.	61	07/31/2025	141- -11140	\$150.00
41003364	Toss	5723	07/31/2025	141- -11140	\$1,750.00
41003365	Town Of Centerville	5315	07/31/2025	141- -11140	\$289.80
141 Total:					\$32,489.47

Bank Total: \$32,489.47

Bank Payment Count: 19

Hickman County Finance
 Payment Register By Account Control

Bank Name Bank Number
 Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000853	American Paper & Twine Company	797	07/31/2025	142-010-11140	\$416.00
42000857	Rj Young Company	4691	07/31/2025	142-010-11140	\$182.07
42000858	SmartSign	6695	07/31/2025	142-010-11140	\$466.78
142-010 Total:					\$1,064.85
42000855	George T Love	8924	07/31/2025	142-201-11140	\$1,000.00
142-201 Total:					\$1,000.00
42000854	Certiport	8093	07/31/2025	142-801-11140	\$3,894.00
42000856	Turpin, Jennifer	5444	07/31/2025	142-801-11140	\$177.60
142-801 Total:					\$4,071.60
Bank Total:					\$6,136.45
Bank Payment Count:					6

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000586	Pollard, Dena Renee	4473	07/31/2025	143- -11140	\$37.15
143 Total:					\$37.15
Bank Total:					\$37.15
Bank Payment Count:					1

Hickman County Finance
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>						<u>Amount</u>
General Purpose	141						
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>			
41003366	Anderson, Belinda	8051	08/04/2025	141-	-11140	\$361.20	
41003367	Centerville Elementary School	1540	08/04/2025	141-	-11140	\$7,650.00	
41003368	Centerville Intermediate School	1290	08/04/2025	141-	-11140	\$7,250.00	
41003369	Dean Oil Co., Inc.	1985	08/04/2025	141-	-11140	\$4,918.30	
41003370	East Hickman Elementary School	2212	08/04/2025	141-	-11140	\$8,250.00	
41003371	East Hickman High School	2110	08/04/2025	141-	-11140	\$16,000.00	
41003372	East Hickman Intermediate School	2114	08/04/2025	141-	-11140	\$7,450.00	
41003373	East Hickman Middle School	2201	08/04/2025	141-	-11140	\$7,900.00	
41003374	Hickman County High School	2917	08/04/2025	141-	-11140	\$16,000.00	
41003375	Hickman County Middle School	2957	08/04/2025	141-	-11140	\$7,900.00	
41003376	Homestead Restaurant, Inc.	2755	08/04/2025	141-	-11140	\$1,113.00	
41003377	Rj Young Company	4691	08/04/2025	141-	-11140	\$5,247.74	
41003378	State Systems, LLC	5242	08/04/2025	141-	-11140	\$660.00	
41003379	Tennessee Book Company	5286	08/04/2025	141-	-11140	\$121,680.00	
141 Total:						<u>\$212,380.24</u>	
Bank Total:						\$212,380.24	
Bank Payment Count:						14	

Date/Time: 8/4/2025 11:00 AM

Hickman County Finance
Payment Register By Account Control

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Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000859	Rj Young Company	4691	08/04/2025	142-010-11140	\$254.12
142-010 Total:					\$254.12
42000859	Rj Young Company	4691	08/04/2025	142-101-11140	\$189.48
142-101 Total:					\$189.48
Bank Total:					\$443.60
Bank Payment Count:					1

Date/Time: 8/4/2025 11:03 AM

Hickman County Finance
Payment Register By Account Control

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000587	Rj Young Company	4691	08/04/2025	143- -11140	\$336.83
143 Total:					\$336.83
Bank Total:					\$336.83
Bank Payment Count:					1

Hickman County Finance
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Cafeteria	143					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
43000588	County Of Hickman Misc Acct	1633	08/07/2025	143- -11140		\$1,296.14
43000589	Henley, Courtney	8933	08/07/2025	143- -11140		\$37.15
43000590	HPS, LLC	6280	08/07/2025	143- -11140		\$3,440.00
43000591	Ivey Mechanical Company. LLC	8795	08/07/2025	143- -11140		\$2,377.94
43000592	Jones, Glenda	8934	08/07/2025	143- -11140		\$37.15
43000593	Optimus Pest Solutions	47	08/07/2025	143- -11140		\$240.00
43000594	Prince Hardware, LLC	4321	08/07/2025	143- -11140		\$359.49
43000595	Quill	4576	08/07/2025	143- -11140		\$1,444.47
43000596	Town Of Centerville	5315	08/07/2025	143- -11140		\$55.69
43000597	Volco	5841	08/07/2025	143- -11140		\$2,016.90
					143 Total:	\$11,304.93
					Bank Total:	\$11,304.93
					Bank Payment Count:	10

Hickman County Finance
Payment Register By Account Control

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003380	Ace Hardware	635	08/07/2025	141- -11140	\$760.72
41003381	Amazon	727	08/07/2025	141- -11140	\$658.04
41003382	AT & T	7542	08/07/2025	141- -11140	\$372.69
41003383	Beard, Darrell	1239	08/07/2025	141- -11140	\$125.00
41003384	Bennett & DeCamp PLLC	8071	08/07/2025	141- -11140	\$172.00
41003385	Bentley, Zachary	7583	08/07/2025	141- -11140	\$125.00
41003386	Big G Metal Works	7864	08/07/2025	141- -11140	\$275.00
41003387	Bon Aqua Lyles Utility Distric	851	08/07/2025	141- -11140	\$2,786.10
41003388	County Of Hickman Misc Acct	1633	08/07/2025	141- -11140	\$29,012.59
41003389	Deal, David	44	08/07/2025	141- -11140	\$125.00
41003390	Frost Environmental Services, LLC	2350	08/07/2025	141- -11140	\$900.00
41003391	Herron, Jane A.	415	08/07/2025	141- -11140	\$972.21
41003392	Hickman County Trustee	2937	08/07/2025	141- -11140	\$184.50
41003393	Honeycutt, Richard	8044	08/07/2025	141- -11140	\$2,135.00
41003394	Johnston, Kevin	6694	08/07/2025	141- -11140	\$100.00
41003395	Lawrence Glass Co. Inc.	3478	08/07/2025	141- -11140	\$100.00
41003396	McManus, Christy	8120	08/07/2025	141- -11140	\$236.04
41003397	Meriwether Lewis Electric	3675	08/07/2025	141- -11140	\$62,779.33
41003398	Rietveid, Stephanie	993	08/07/2025	141- -11140	\$1,050.00
41003399	Riverside Insights	6689	08/07/2025	141- -11140	\$3,580.00
41003400	Sessions Paving, Inc.	6623	08/07/2025	141- -11140	\$74,525.10
41003401	Soliant Health, LLC	8569	08/07/2025	141- -11140	\$427.88
41003402	SSC Service Solutions Compass Group USA, Inc.	4832	08/07/2025	141- -11140	\$61,838.58
41003403	Stericycle/Shred-it	1084	08/07/2025	141- -11140	\$3,617.25
41003404	Tennessee School Board Assoc.	61	08/07/2025	141- -11140	\$3,500.00
41003405	Town Of Centerville	5284	08/07/2025	141- -11140	\$322.84
41003406	Turk, Christopher	8935	08/07/2025	141- -11140	\$37.15
41003407	Zonar Systems, Inc.	6102	08/07/2025	141- -11140	\$13,447.68

141 Total: \$264,165.70

Bank Total: \$264,165.70

Bank Payment Count: 28

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000860	County Of Hickman Misc Acct	1633	08/07/2025	142-010-11140		\$399.81
					142-010 Total:	\$399.81
42000860	County Of Hickman Misc Acct	1633	08/07/2025	142-170-11140		\$367.36
					142-170 Total:	\$367.36
					Bank Total:	\$767.17
					Bank Payment Count:	1

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003408	Amazon	727	08/14/2025	141- -11140	\$148.84
41003409	Amos, Raymond D.	7788	08/14/2025	141- -11140	\$100.00
41003410	Anderson, Belinda	8051	08/14/2025	141- -11140	\$37.15
41003411	ASMS, LLC	646	08/14/2025	141- -11140	\$750.00
41003412	AT & T	7542	08/14/2025	141- -11140	\$2,252.16
41003413	Brewer Chemicals & Equip, LLC	861	08/14/2025	141- -11140	\$420.00
41003414	Central States Bus Sales, Inc.	1326	08/14/2025	141- -11140	\$1,618.34
41003415	County Of Hickman Misc Acct	1633	08/14/2025	141- -11140	\$539.55
41003416	David's Body Shop	1760	08/14/2025	141- -11140	\$3,841.25
41003417	Don Kennedy Roofing Co., Inc.	6673	08/14/2025	141- -11140	\$740.00
41003418	Ed's Supply, Inc.	2103	08/14/2025	141- -11140	\$67.28
41003419	Everett Glass Company, LLC	8092	08/14/2025	141- -11140	\$239.00
41003420	Harvill, Nancy	2758	08/14/2025	141- -11140	\$805.00
41003421	Hickman Co Board Of Ed	2729	08/14/2025	141- -11140	\$3,674.05
41003422	Instructure	8152	08/14/2025	141- -11140	\$56,169.00
41003423	Karco Parts	3364	08/14/2025	141- -11140	\$260.53
41003424	Langford Fence C., Inc	8910	08/14/2025	141- -11140	\$26,250.00
41003425	Lesson Pix	6265	08/14/2025	141- -11140	\$324.00
41003426	Main Street Emporium	7541	08/14/2025	141- -11140	\$20.75
41003427	McManus, Christy	8120	08/14/2025	141- -11140	\$37.15
41003428	Morgan, Cynthia	8166	08/14/2025	141- -11140	\$37.15
41003429	O'Reilly Auto Parts	4265	08/14/2025	141- -11140	\$1,142.17
41003430	Optimus Pest Solutions	47	08/14/2025	141- -11140	\$750.00
41003431	Sam's Club MC/SYNCB	4828	08/14/2025	141- -11140	\$1,060.78
41003432	SSC Service Solutions Compass Group USA, Inc.	4832	08/14/2025	141- -11140	\$4,400.00
41003433	Tennessee Bureau Of Investigation	5491	08/14/2025	141- -11140	\$550.00
41003434	The Brook Center Therapy Solutions, LLC	8659	08/14/2025	141- -11140	\$75.00
41003435	The Dreaded Lawncare	7933	08/14/2025	141- -11140	\$16,900.00
41003436	The King's Daughter's School	7928	08/14/2025	141- -11140	\$5,250.00
41003437	TK Elevator Corporation	7327	08/14/2025	141- -11140	\$2,863.80
41003438	Town Of Centerville	5315	08/14/2025	141- -11140	\$13,430.56
41003439	TSPMA Debbie Shedden	6663	08/14/2025	141- -11140	\$475.00
41003440	Unifirst Corp.	5758	08/14/2025	141- -11140	\$541.76
41003441	UPS	8274	08/14/2025	141- -11140	\$7.43
41003442	Verizon Wireless	5823	08/14/2025	141- -11140	\$68.04
41003443	Visa	8268	08/14/2025	141- -11140	\$499.10
41003444	Zayo Education, Inc.	8745	08/14/2025	141- -11140	\$92,786.40

141 Total: \$239,131.24

Bank Total: \$239,131.24

Bank Payment Count: 37

Check amount was not correct - Returned to Finance - for additional check

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000863	Hickman Co Board Of Ed.	2734	08/14/2025	142-010-11140		\$22,641.82
					142-010 Total:	\$22,641.82
42000863	Hickman Co Board Of Ed.	2734	08/14/2025	142-101-11140		\$131,038.97
					142-101 Total:	\$131,038.97
42000863	Hickman Co Board Of Ed.	2734	08/14/2025	142-170-11140		\$4,039.62
					142-170 Total:	\$4,039.62
42000863	Hickman Co Board Of Ed.	2734	08/14/2025	142-201-11140		\$13,090.14
					142-201 Total:	\$13,090.14
42000863	Hickman Co Board Of Ed.	2734	08/14/2025	142-601-11140		\$29,508.34
					142-601 Total:	\$29,508.34
42000862	Career Safe	8456	08/14/2025	142-801-11140		\$919.00
42000864	National Restaurant Association Solutions LLC	6331	08/14/2025	142-801-11140		\$2,309.55
42000865	Williams, Myles	6681	08/14/2025	142-801-11140		\$157.36
					142-801 Total:	\$3,385.91
42000861	Apple Computer, Inc.	675	08/14/2025	142-901-11140		\$429.00
42000863	Hickman Co Board Of Ed.	2734	08/14/2025	142-901-11140		\$191,793.33
42000866	Wilson, Anita	7954	08/14/2025	142-901-11140		\$210.00
					142-901 Total:	\$192,432.33
42000863	Hickman Co Board Of Ed.	2734	08/14/2025	142-911-11140		\$4,195.31
					142-911 Total:	\$4,195.31
					Bank Total:	\$400,332.44
					Bank Payment Count:	6

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
General Purpose 141

*Additional
check*

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003445	Visa	8268	08/15/2025	141- -11140	\$89.00
141 Total:					\$89.00
Bank Total:					\$89.00
Bank Payment Count:					1

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
General Purpose	141					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
41003446	Kistler, Angela	516	08/18/2025	141- -11140		\$500.00
					141 Total:	\$500.00
					Bank Total:	\$500.00
					Bank Payment Count:	1

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003447	Amazon	727	08/19/2025	141- -11140	\$149.40
41003448	Arnold, Laura	7843	08/19/2025	141- -11140	\$37.15
41003449	Crisis Prevention Institute	1685	08/19/2025	141- -11140	\$499.35
41003450	Dickson Electric System	1806	08/19/2025	141- -11140	\$51,320.64
41003451	Edmentum, Inc	2256	08/19/2025	141- -11140	\$44,534.76
41003452	Hickman Co Solid Waste Man.	2746	08/19/2025	141- -11140	\$138.60
41003453	Mangrum, Joy	8943	08/19/2025	141- -11140	\$37.15
41003454	Lynch Bill	3513	08/19/2025	141- -11140	\$37.15
41003455	Nashville State Community College	8069	08/19/2025	141- -11140	\$2,959.50
41003456	NHA	7338	08/19/2025	141- -11140	\$752.00
41003457	Soliant Health, LLC	8569	08/19/2025	141- -11140	\$2,091.75
41003458	Texas Christian University, Danielle Brimo, PD	8944	08/19/2025	141- -11140	\$240.00
41003459	Thermatec	5348	08/19/2025	141- -11140	\$870.00

141 Total: \$103,667.45

Bank Total: \$103,667.45

Bank Payment Count: 13

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000868	TAFPA	8491	08/19/2025	142-010-11140		\$250.00
					142-010 Total:	\$250.00
42000867	East Hickman High School	2113	08/19/2025	142-801-11140		\$269.15
					142-801 Total:	\$269.15
					Bank Total:	\$519.15
					Bank Payment Count:	2

Hickman County Finance
Payment Register By Account Control

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000598	Moss, Christie	4056	08/19/2025	143- -11140	\$37.15
143 Total:					\$37.15
Bank Total:					\$37.15
Bank Payment Count:					1

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003460	Allegra Print & Imaging	650	08/25/2025	141- -11140	\$698.50
41003461	Amazon	727	08/25/2025	141- -11140	\$480.14
41003462	Griffin, Susan	8947	08/25/2025	141- -11140	\$37.15
41003463	Porter, Savannah	8555	08/25/2025	141- -11140	\$120.00
41003464	Quill, LLC	4574	08/25/2025	141- -11140	\$1,224.13
41003465	Republic Service, LLC #840	4739	08/25/2025	141- -11140	\$3,663.57
41003466	Savvas Learning Company LLC	7209	08/25/2025	141- -11140	\$1,248.50
41003467	SchoolinSites	8047	08/25/2025	141- -11140	\$10,800.00
41003468	Soliant Health, LLC	8569	08/25/2025	141- -11140	\$2,091.75
41003469	Trane U.S. Inc	5383	08/25/2025	141- -11140	\$3,552.15
41003470	UPS	8274	08/25/2025	141- -11140	\$7.43
141 Total:					\$23,923.32
Bank Total:					\$23,923.32
Bank Payment Count:					11

Check was cut for wrong amount - returned to Finance

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000870	National Center For Youth Issues, Inc.	4134	08/25/2025	142-401-11140	\$850.00
142-401 Total:					\$850.00
42000869	Amazon	727	08/25/2025	142-801-11140	\$35.73
142-801 Total:					\$35.73
Bank Total:					\$885.73
Bank Payment Count:					2

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Hickman County Finance
Payment Register By Account Control

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003477	Air Med Care Network	8379	08/28/2025	141- -11140	\$3,593.08
141 Total:					\$3,593.08
Bank Total:					\$3,593.08
Bank Payment Count:					1

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000872	Hickman County Trustee	2937	08/28/2025	142-010-11140	\$3,302.55
142-010 Total:					\$3,302.55
42000871	Air Med Care Network	8379	08/28/2025	142-101-11140	\$406.64
42000872	Hickman County Trustee	2937	08/28/2025	142-101-11140	\$11,157.21
142-101 Total:					\$11,563.85
42000872	Hickman County Trustee	2937	08/28/2025	142-170-11140	\$1,561.31
142-170 Total:					\$1,561.31
42000872	Hickman County Trustee	2937	08/28/2025	142-201-11140	\$1,570.51
142-201 Total:					\$1,570.51
42000872	Hickman County Trustee	2937	08/28/2025	142-601-11140	\$462.99
142-601 Total:					\$462.99
42000872	Hickman County Trustee	2937	08/28/2025	142-801-11140	\$370.18
142-801 Total:					\$370.18
42000871	Air Med Care Network	8379	08/28/2025	142-901-11140	\$169.98
42000872	Hickman County Trustee	2937	08/28/2025	142-901-11140	\$13,284.08
42000873	Tennessee Farmers Life Insurance	5297	08/28/2025	142-901-11140	\$30.00
142-901 Total:					\$13,484.06
42000872	Hickman County Trustee	2937	08/28/2025	142-911-11140	\$255.92
142-911 Total:					\$255.92
Bank Total:					\$32,571.37
Bank Payment Count:					3

Hickman County Finance
 Payment Register By Account Control

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003471	Hickman Co Trustee	2722	08/28/2025	141- -11140	\$900.00
41003472	Hickman County Trustee	2937	08/28/2025	141- -11140	\$394,838.59
41003473	Kentucky Child Support Enforcement	8791	08/28/2025	141- -11140	\$200.00
41003474	Metropolitan Life	3677	08/28/2025	141- -11140	\$120.00
41003475	Tennessee Child Support Receipting Unit	1312	08/28/2025	141- -11140	\$791.00
41003476	Tennessee Farmers Life Insurance	5297	08/28/2025	141- -11140	\$925.00
141 Total:					<u>\$397,774.59</u>
Bank Total:					<u>\$397,774.59</u>
Bank Payment Count:					6

Hickman County Finance
 Payment Register By Account Control

Bank Name **Bank Number**
 Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000599	Air Med Care Network	8379	08/28/2025	143- -11140	\$1,394.88
43000600	American Fidelity Assurance Co	636	08/28/2025	143- -11140	\$1,474.74
43000601	Ameritas Life Insurance Corp.	7442	08/28/2025	143- -11140	\$101.30
43000602	Beam Insurance Administrators LLC	7435	08/28/2025	143- -11140	\$456.05
43000603	Hickman Co Trustee	2722	08/28/2025	143- -11140	\$2,319.34
43000604	Hickman County Trustee	2937	08/28/2025	143- -11140	\$18,470.17
43000605	Tennessee Farmers Life Insurance	5297	08/28/2025	143- -11140	\$25.00
143 Total:					<u>\$24,241.48</u>
Bank Total:					<u>\$24,241.48</u>
Bank Payment Count:					7

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41003478	Amazon	727	08/29/2025	141- -11140	\$1,510.54
41003479	Campbell, Logan	8056	08/29/2025	141- -11140	\$135.00
41003480	Centerville Elementary School	1540	08/29/2025	141- -11140	\$500.00
41003481	Centerville Intermediate School	1290	08/29/2025	141- -11140	\$200.00
41003482	Centerville Intermediate School	8949	08/29/2025	141- -11140	\$500.00
41003483	CNB Computers USA, Inc.	6586	08/29/2025	141- -11140	\$1,225.00
41003484	Dickson Medical Associates	2022	08/29/2025	141- -11140	\$500.00
41003485	East Hickman Elementary School	2098	08/29/2025	141- -11140	\$500.00
41003486	East Hickman High School	2113	08/29/2025	141- -11140	\$500.00
41003487	East Hickman Intermediate School	2213	08/29/2025	141- -11140	\$500.00
41003488	East Hickman Middle School	2201	08/29/2025	141- -11140	\$500.00
41003489	Ferrellgas	7446	08/29/2025	141- -11140	\$1,156.97
41003490	Gordon Food Service, Inc.	2488	08/29/2025	141- -11140	\$54.67
41003491	Great Minds, PBC	7058	08/29/2025	141- -11140	\$610.04
41003492	Hibbs, Polly	3038	08/29/2025	141- -11140	\$42.00
41003493	Hickman County High School	2917	08/29/2025	141- -11140	\$500.00
41003494	Hickman County Middle School	2957	08/29/2025	141- -11140	\$500.00
41003495	Hoods Unlimited	2965	08/29/2025	141- -11140	\$550.00
41003496	Kistler, Angela	516	08/29/2025	141- -11140	\$500.00
41003497	Lumen/Centurylink	4577	08/29/2025	141- -11140	\$81.25
41003498	Mcc Nashville	1836	08/29/2025	141- -11140	\$2,510.00
41003499	Mobilityworks	8182	08/29/2025	141- -11140	\$2,051.00
41003500	Pace Analytical National	2230	08/29/2025	141- -11140	\$710.20
41003501	Parks, Cole	6279	08/29/2025	141- -11140	\$37.15
41003502	Rietveid, Stephanie	993	08/29/2025	141- -11140	\$1,645.00
41003503	Rj Young Company	4691	08/29/2025	141- -11140	\$4,391.55
41003504	SSC Service Solutions Compass Group USA, Inc.	4832	08/29/2025	141- -11140	\$61,838.58
41003505	The Dreaded Lawncare	7933	08/29/2025	141- -11140	\$6,300.00
41003506	Totty, Ashley	5748	08/29/2025	141- -11140	\$158.06
41003507	Town Of Centerville	5315	08/29/2025	141- -11140	\$289.80
41003508	UPS	8274	08/29/2025	141- -11140	\$155.61
41003509	Walmart	5868	08/29/2025	141- -11140	\$1,078.08
41003510	Water Authority Of Dickson Co.	5874	08/29/2025	141- -11140	\$1,845.63
41003511	Zayo Education	2141	08/29/2025	141- -11140	\$4,573.78
41003512	Zoom Video Communications, Inc.	6679	08/29/2025	141- -11140	\$1,317.80

141 Total: \$99,467.71

Bank Total: \$99,467.71

Bank Payment Count: 35

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000876	Rj Young Company	4691	08/29/2025	142-010-11140		\$254.12
					142-010 Total:	\$254.12
42000876	Rj Young Company	4691	08/29/2025	142-101-11140		\$189.48
					142-101 Total:	\$189.48
42000874	Amazon	727	08/29/2025	142-201-11140		\$739.72
					142-201 Total:	\$739.72
42000874	Amazon	727	08/29/2025	142-401-11140		\$495.81
					142-401 Total:	\$495.81
42000874	Amazon	727	08/29/2025	142-801-11140		\$25.47
42000875	Morgan, Cindi	3731	08/29/2025	142-801-11140		\$170.80
					142-801 Total:	\$196.27
42000877	Sonova USA, Inc.	6817	08/29/2025	142-901-11140		\$822.05
					142-901 Total:	\$822.05
					Bank Total:	\$2,697.45
					Bank Payment Count:	4

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000606	Rj Young Company	4691	08/29/2025	143- -11140	\$336.83
43000607	Walmart	5868	08/29/2025	143- -11140	\$2,018.07
143 Total:					\$2,354.90
Bank Total:					\$2,354.90
Bank Payment Count:					2

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

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

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

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033



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

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

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

JANE HERRON
PO Box 13, Nunnally, TN 37137

Memorandum

To: Board Members
From: John Mullins
Date: 9/1/2025
Re: September Personnel Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Miranda Morris
Christopher Turk
Candace Webb
Delta Carl
Ryan Wall

School Psychologist
HCHS JROTC
EHHS Teacher
EHHS Teacher
HCHS Teacher

Hiring

Support Staff

Adair-Rosa, Suzan	Substitute Teacher
Bateman, Carol	Substitute Teacher
Baxter, Kathy	Substitute Teacher
Bennett, Mary	Substitute Teacher
Blair, Shelby	Substitute Teacher
Bodine, Stephanie	Substitute Teacher
Bogle, Malinda	Substitute Teacher
Brown, Kathy	Substitute Teacher
Burns, Earlene	Substitute Teacher
Carl, Floy	Substitute Teacher
Chaney, Samantha	Substitute Teacher
Chumley, Connie	Substitute Teacher
Clinton, Sandy	Substitute Teacher
Collins, Kimberly	Substitute Teacher
Dezaiffe, Desiree	Substitute Teacher
Duff, Cassie	Substitute Teacher
Finocchiaro, Jerry	Substitute Teacher
Gregory, Teresa	Substitute Teacher
Griffin, Susan	Substitute Teacher
Cochran, Lori	Substitute Teacher
Harper, Mandy	Substitute Teacher
Hewitt, Jerry	Substitute Teacher
Hinson, Kay	Substitute Teacher
Hinson, Susan	Substitute Teacher
Horner, Lonnie	Substitute Teacher
Humphrey, Deborah	Substitute Teacher
Juracich, Kimberly	Substitute Teacher
Kelley, Lauren	Substitute Teacher
Mays, Sheila (Cookie)	Substitute Teacher
Monroe, Cindy	Substitute Teacher
Newsom, Glenda	Substitute Teacher
Payne, Barbara	Substitute Teacher
Perkins, Charles	Substitute Teacher
Perkins, Teresa	Substitute Teacher
Primm, Patricia	Substitute Teacher
Prince, Mary-Katherine	Substitute Teacher
Prince, Shelby	Substitute Teacher
Puckett, Roger	Substitute Teacher
Rushton, Aaron	Substitute Teacher

Hiring

Support Staff – cont.

Rushton, Freda	Substitute Teacher
Sampson, Scott	Substitute Teacher
Sanders, Laura	Substitute Teacher
Sims, Tanya	Substitute Teacher
Sandoval, Raquel	Substitute Teacher
St. Germain, Helen	Substitute Teacher
Summers, Justin	Substitute Teacher
Suri, Aliina	Substitute Teacher
Thompson, Virginia	Substitute Teacher
West, John	Substitute Teacher
Wood, Holly Noel	Substitute Teacher
Calhoun, Jason	Substitute Teacher
Cartelli, Whitney	Substitute Teacher
Cervantes, Elisa	Substitute Teacher
Cervantes, Lorie	Substitute Teacher
Conner, Jennifer	Substitute Teacher
Delk, Kenneth	Substitute Teacher
Dunn, Sherry	Substitute Teacher
Ebarb, Katina	Substitute Teacher
Frazier, Crystal	Substitute Teacher
Gordon, Amanda	Substitute Teacher
Howell, Mark	Substitute Teacher
McNabb, Mason	Substitute Teacher
Mitchell, Cindy	Substitute Teacher
O'Brien, Linda	Substitute Teacher
Pewitt, Tabetha	Substitute Teacher
Scott, Amanda	Substitute Teacher
Slate, Amber	Substitute Teacher
Slaymaker, Kelley	Substitute Teacher
Stone, Shelley	Substitute Teacher
Tidwell, Hailey	Substitute Teacher
Serena Birket	Food Service
Dena Pollard	Food Service
Glenda Jones	Food Service
Courtney Henley	Food Service
Ashleigh Harless	Food Service
Shelby Tucker	Food Service
Christine Moss	Food Service
Shelby DuCharme	Food Service

Resignation

Professional

Support Staff

Floy McCutchin

Marian Leach

Crystal McCutchin

Debbie Lampley

Makayla Felts

Food Service

Food Service

Food Service

Food Service

Food Service

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Open Positons

www.hickmank12.org

Click On Employment Opportunities

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

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Hickman County Finance
Summary Financial Statement
August 2025

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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	2,773,333.00	0.00	0.00%	231,111.08	0.00	0.00%
40120	Trustee's Collections - Prior Year	75,000.00	(11,952.89)	15.94%	6,250.00	(3,863.52)	61.82%
40125	Trustee's Collections - Bankruptcy	500.00	(10.84)	2.17%	41.67	(2.93)	7.03%
40130	Cir Clk/Clk & Master Collections-Pr Yr	40,000.00	(3,178.32)	7.95%	3,333.33	(3,178.32)	95.35%
40140	Interest And Penalty	15,000.00	(746.12)	4.97%	1,250.00	(629.22)	50.34%
40161	Payments In Lieu Of Taxes - T. V. A.	3,500.00	(417.18)	11.92%	291.67	(208.59)	71.52%
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,975,000.00	(294,032.84)	9.88%	247,916.67	(294,032.84)	118.60%
40270	Business Tax	45,000.00	(1,694.42)	3.77%	3,750.00	(1,694.42)	45.18%
41110	Marriage Licenses	1,300.00	(104.50)	8.04%	108.33	(104.50)	96.46%
43570	Receipts From Individual Schools	30,000.00	0.00	0.00%	2,500.00	0.00	0.00%
43582	Community Service Fees - Adults	200.00	0.00	0.00%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	7,500.00	(420.00)	5.60%	625.00	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	0.00	0.00%	2,500.00	0.00	0.00%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	0.00	0.00%	250.00	0.00	0.00%
44570	Contributions & Gifts	20,000.00	(4,000.00)	20.00%	1,666.67	(4,000.00)	240.00%
44990	Other Local Revenues	30,000.00	0.00	0.00%	2,500.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	40,000.00	0.00	0.00%	3,333.33	0.00	0.00%
46510	Tennessee Investment in Student	25,081,234.00	(2,503,823.71)	9.98%	2,090,102.83	(2,503,823.71)	119.79%
46515	Early Childhood Education	445,000.00	0.00	0.00%	37,083.33	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	10,000.00	0.00	0.00%	833.33	0.00	0.00%
46590	Other State Education Funds	240,000.00	(578,936.60)	241.22%	20,000.00	0.00	0.00%
46610	Career Ladder Program	37,500.00	0.00	0.00%	3,125.00	0.00	0.00%
46790	Other Vocational	1,543,701.67	(160,426.09)	10.39%	128,641.81	(160,426.09)	124.71%
46851	State Revenue Sharing -T.V.A.	220,000.00	0.00	0.00%	18,333.33	0.00	0.00%
46990	Other State Revenues	100,000.00	(24,087.84)	24.09%	8,333.33	(24,087.84)	289.05%
47640	Rotc Reimbursement	65,000.00	0.00	0.00%	5,416.67	0.00	0.00%
49800	Transfers In	10,000.00	0.00	0.00%	833.33	0.00	0.00%
	Total Revenues	33,884,768.67	(3,583,831.35)	10.58%	2,823,730.72	(2,996,051.98)	106.10%
Expenditures							
71100	Regular Instruction Program	(16,791,864.00)	1,361,844.74	8.11%	(1,399,322.00)	1,151,789.63	82.31%
71150	Alternative Instruction Program	(317,021.00)	17,817.63	5.62%	(26,418.42)	17,817.63	67.44%
71200	Special Education Program	(3,852,803.00)	252,134.14	6.54%	(321,066.92)	251,085.14	78.20%
71300	Career and Technical Education	(1,906,260.19)	100,960.82	5.30%	(158,855.02)	84,558.68	53.23%
72110	Attendance	(225,221.00)	17,308.78	7.69%	(18,768.42)	12,111.79	64.53%

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141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72120	Health Services	(861,374.00)	81,604.69	9.47%	(71,781.17)	69,562.68	96.91%
72130	Other Student Support	(1,249,822.00)	127,321.84	10.19%	(104,151.83)	101,723.24	97.67%
72210	Regular Instruction Program	(1,709,956.00)	141,096.46	8.25%	(142,496.33)	106,701.53	74.88%
72220	Special Education Program	(384,097.00)	36,587.52	9.53%	(32,008.08)	24,649.76	77.01%
72230	Career and Technical Education	(237,028.27)	25,190.52	10.63%	(19,752.36)	12,844.14	65.03%
72250	Technology	(559,224.00)	239,308.70	42.79%	(46,602.00)	26,923.02	57.77%
72290	Other Programs	(35,000.00)	0.00	0.00%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(697,742.00)	372,775.60	53.43%	(58,145.17)	12,144.04	20.89%
72320	Director Of Schools	(338,617.00)	47,820.47	14.12%	(28,218.08)	24,976.94	88.51%
72410	Office Of The Principal	(2,116,218.00)	233,182.89	11.02%	(176,351.50)	134,220.90	76.11%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,704,798.00)	757,049.72	27.99%	(225,399.83)	292,444.31	129.74%
72620	Maintenance Of Plant	(1,296,503.00)	426,131.73	32.87%	(108,041.92)	131,862.69	122.05%
72710	Transportation	(2,006,898.00)	283,181.16	14.11%	(167,241.50)	97,959.93	58.57%
72810	Central And Other	(314,544.00)	24,836.24	7.90%	(26,212.00)	8,591.19	32.78%
73100	Food Service	(46,696.00)	0.00	0.00%	(3,891.33)	0.00	0.00%
73300	Community Services	(114,189.00)	6,717.05	5.88%	(9,515.75)	6,717.05	70.59%
73400	Early Childhood Education	(535,338.00)	47,138.98	8.81%	(44,611.50)	35,086.09	78.65%
76100	Regular Capital Outlay	(1,704,184.21)	100,775.10	5.91%	(142,015.35)	(474.90)	-0.33%
	Total Expenditures	(40,055,397.67)	4,700,784.78	11.74%	(3,337,949.81)	2,603,295.48	77.99%
Total	141 General Purpose School	(6,170,629.00)	1,116,953.43	18.10%	(514,219.08)	(392,756.50)	-76.38%

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Hickman County Finance
 Summary Financial Statement
 August 2025

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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	122,275.00	0.00	0.00%	10,189.58	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	1,118,165.70	0.00	0.00%	93,180.48	0.00	0.00%
47143	Special Education - Grants To States	912,217.00	0.00	0.00%	76,018.08	0.00	0.00%
47145	Special Education Preschool Grants	28,584.00	0.00	0.00%	2,382.00	0.00	0.00%
47146	English Language Acquisition Grants	0.00	0.00	0.00%	0.00	0.00	0.00%
47148	Rural Education	87,695.00	0.00	0.00%	7,307.92	0.00	0.00%
47189	Eisenhower Prof Development State	146,828.35	0.00	0.00%	12,235.70	0.00	0.00%
47309	COVID-19 Grant D	0.00	0.00	0.00%	0.00	0.00	0.00%
47401	American Rescue Plan Act Grant #1	0.00	0.00	0.00%	0.00	0.00	0.00%
47590	Other Federal Through State	72,324.97	0.00	0.00%	6,027.08	0.00	0.00%
Total Revenues		2,488,090.02	0.00	0.00%	207,340.84	0.00	0.00%
Expenditures							
71100	Regular Instruction Program	(689,166.38)	52,490.84	7.62%	(57,430.53)	52,490.84	91.40%
71200	Special Education Program	(578,468.11)	52,068.97	9.00%	(48,205.68)	51,639.97	107.12%
71300	Career and Technical Education	(100,322.25)	11,125.28	11.09%	(8,360.19)	7,231.28	86.50%
72130	Other Student Support	(33,187.01)	1,243.20	3.75%	(2,765.58)	1,243.20	44.95%
72210	Regular Instruction Program	(708,321.28)	55,185.49	7.79%	(59,026.77)	32,809.08	55.58%
72220	Special Education Program	(359,977.35)	31,115.12	8.64%	(29,998.11)	26,650.62	88.84%
72230	Career and Technical Education	(7,292.10)	177.60	2.44%	(607.68)	0.00	0.00%
72710	Transportation	(11,355.54)	210.00	1.85%	(946.30)	210.00	22.19%
Total Expenditures		(2,488,090.02)	203,616.50	8.18%	(207,340.84)	172,274.99	83.09%
Total	142 School Federal Projects	0.00	203,616.50	100.00%	0.00	172,274.99	0.00%

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**Hickman County Finance
 Summary Financial Statement
 August 2025**

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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	0.00	(21.25)	0.00%	0.00	(21.25)	0.00%
43522	Lunch Payments - Adults	22,000.00	(2,153.81)	9.79%	1,833.33	(2,153.81)	117.48%
43523	Income From Breakfast	2,500.00	(794.22)	31.77%	208.33	(794.22)	381.23%
43525	A La Carte Sales	265,000.00	(24,706.82)	9.32%	22,083.33	(24,366.82)	110.34%
43570	Receipts From Individual Schools	0.00	18.00	0.00%	0.00	18.00	0.00%
44110	Investment Income	1,000.00	(30.58)	3.06%	83.33	(14.83)	17.80%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,800,000.00	(174,055.16)	9.67%	150,000.00	(174,055.16)	116.04%
47113	Breakfast	750,000.00	(62,585.96)	8.34%	62,500.00	(62,585.96)	100.14%
47114	USDA - Other	0.00	(509.04)	0.00%	0.00	(509.04)	0.00%
	Total Revenues	2,840,500.00	(264,838.84)	9.32%	236,708.33	(264,483.09)	111.73%
Expenditures							
73100	Food Service	(2,957,934.00)	754,843.55	25.52%	(246,494.50)	443,045.05	179.74%
	Total Expenditures	(2,957,934.00)	754,843.55	25.52%	(246,494.50)	443,045.05	179.74%
Total	143 Central Cafeteria	(117,434.00)	490,004.71	417.26%	(9,786.17)	178,561.96	1,824.

School District: Hickman County District No. 410 Date 09/03/25 Month of School
 School Name: District Summary School No. No. of Days In Session: 20
 Prepared By: Phone: Begin Date: 08/01/25 End Date: 08/31/25

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	113	108	221	214	187.5142	196.9642
01	126	98	224	226	211.7753	224.9000
02	104	101	205	206	191.6500	203.0000
03	105	113	218	211	195.7220	208.2004
04	112	109	221	222	207.2000	218.3000
05	133	110	243	235	220.0599	235.3090
06	128	116	244	246	234.0073	243.4504
07	104	111	215	215	204.7045	213.7476
08	128	111	239	248	237.7690	248.7052
09	134	92	226	225	212.9000	223.2000
10	108	99	207	205	190.0922	203.9922
11	122	94	216	207	194.3624	206.6880
12	112	91	203	199	186.8529	198.5874
K-12	1,529	1,353	2,882	2,859	2674.6100	2825.0448
N	26	14	40	40	36.2403	38.8403
GRAND TOTAL	1,555	1,367	2,922	2,899	2710.8503	2863.8851

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

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">School District Planning</h2>	Descriptor Code: <h3 style="text-align: center;">1.701</h3>	Issued Date: <h3 style="text-align: center;">12/04/23</h3>
		Rescinds: <h3 style="text-align: center;">1.701</h3>	Issued: <h3 style="text-align: center;">12/07/21</h3>

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
 3 priority needs and provides for continuous student growth and improvement. This will be incorporated
 4 into the TISA accountability report that must be approved by the Board and filed with the Department
 5 of Education each November 1st.² The plan shall be updated every two (2) years and shall align with
 6 requirements of the State Board of Education.¹

7 The Director of Schools shall develop necessary procedures, forms, or other measures to implement this
 8 policy.

9 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

10 The Board shall develop annual plans with specific goals for improving student performance and that
 11 operationalize the district’s five (5) year strategic plan.

12 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
 13 of the retreat shall be to:

- 14 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 15 2. Determine which goals have been achieved and whether any new efforts are needed;
- 16 3. Review major issues that may affect the school system in the future; and
- 17 4. Create an annual plan for district improvement.

21 **SCHOOL IMPROVEMENT PLAN¹**

22 The principal of each school shall work with the Director of Schools to develop and implement a
 23 school improvement plan that is student focused and in support of the board improvement plan. The
 24 plan shall be updated annually and address the long-range strategic plan of the school district.¹

Legal References

1. State Board of Education Policy 2.101; TCA 49-1-613; TRR/MS 0520-01-02-.31(8)
2. TCA 49-3-112

Cross References

- Role of the Board of Education 1.101
 In-Service and Professional Learning Opportunities 5.113
 Qualifications and Duties of the Director of Schools 5.802



AGREEMENT FOR EXCLUSIVE SPONSORSHIP AND DEPOSITS

Prepared for:

Cayla Moulton, Principal
East Hickman High School
7700 Hwy 7
Lyles, TN 37098

Created By:

Apex Bank
5200 Hwy 100
Lyles, TN 37098

This agreement has been entered into as of October 1, 2025 between the following entities, Apex Bank and East Hickman High School; the mutual agreement is as follows:

East Hickman High School will open and continually operate in good standing all banking-related accounts for the duration of this agreement, and Apex Bank will provide East Hickman High School the following:

	<u>Estimated Value</u>
• Summit Business Checking Accounts	
○ Interest bearing at 0.20%	\$ 100
• Waive all fees / Free Checks (first year)	\$ 500
• \$1,500 first year donation	\$1,500
○ \$1,000 years 2-5	
• 120 cases of Apex labelled water	\$2,880
○ to be sold at school events	
• One Athletic Fundraiser per year	\$3,000
○ (Catfish, Bar-B-Q, Boston butts, etc.)	
• Kick-for-Cash	\$ 500
○ 1 home football game	
○ \$500 prize	
▪ \$250 to student & \$250 to school (make)	
▪ \$500 to school (miss)	
• Hoop-for Cash	\$ 500
○ 1 home basketball game	
○ \$500 prize	
▪ \$250 to student & \$250 to school (make)	
▪ \$500 to school (miss)	

Year 1 estimated donation: \$8,980

Years 2 – 5 estimated donation: \$8,480

Total estimated donations over the 5-year agreement: \$42,900

The parties further agree as follows:

1. The term of this agreement is for 5 years, beginning October 1, 2025 and expiring on October 1, 2030.
2. No other **financial institutions** may be displayed on / under the scoreboards of any sports facility at East Hickman High School throughout the term of this agreement.
3. The Apex Bank Logo will be displayed:
 - o Rights to place signage on / under the scoreboard on the football field
 - o Rights to place signage on / under the scoreboard in the school gymnasium
 - o Rights to place signage on / under all remaining scoreboards on campus
 - o Rights to place logo on scrolling LED sign in front of school
4. During all football games, the continuation of "Apex First Down" at no additional charge through the term of this agreement.
5. Exclusive rights to provide Kick-for-Cash at home football game.
6. Exclusive rights to provide Hoop-for-Cash a home basketball game.
7. Exclusive rights to on-site visit to meet with teachers and staff.
8. Flex classes throughout the year with students.
9. All East Hickman High School accounts will be held at Apex Bank through the term of this agreement.
10. When available, East Hickman High School agrees to exclusively offer for sale in its concession stands throughout campus, Apex labeled water that will be furnished by Apex Bank at no charge.

East Hickman School does hereby agree to release, acquit, and forever discharge Apex Bank from any and all claims, actions, causes of action, lawsuits, damages, liabilities, obligations, warranties, agreements, rights, costs, expenses, attorneys' fees, judgments, claims, counterclaims, cross claims, and demands of any nature whatsoever, in any way relating to the subject matter of the Agreement, including damage to person or property.

Authorized representatives from East Hickman High School and Apex Bank do hereby agree to enter into this agreement by signing below.

Cayla Moulton, Principal
East Hickman High School
Date: _____

Eva Trotter
Apex Bank
Date: _____

Account Opening Documentation:

- Proof of EIN
- Letter from Principal stating Apex Bank has permission to open account
- List of all signers on accounts
 - o Two forms of ID on all signers
 - Driver's License
 - SS Card, Voters Registration Card, Health Insurance Card, Etc.

Hickman County Board of Education

	Descriptor Term: Advertising and Distribution of Materials in the Schools	Descriptor Code: 1.806	Issued Date: 02/05/24
		Rescinds: 1.806	Issued: 12/07/21

- 1 No part of the school system, including the facilities, the name, the staff, and the students, shall be
2 used for advertising or promoting the interests of any commercial, political or other non-school agency
3 or organization except that:
- 4 1. The school may cooperate in furthering the work of any non-profit, community-wide social
5 service agency, provided that such cooperation does not restrict or impair the educational
6 programs of the schools;
7
 - 8 2. The school may participate in radio or television programs under acceptable commercial
9 sponsorship when such programs are educationally beneficial;
10
 - 11 3. Community, educational, charitable, recreational and other similar civic groups may advertise
12 event pertinent to students' interests or involvement. Such advertisement, including the
13 distribution of materials, shall be subject to any procedures related to time, place and manner
14 established by the principal;
15
 - 16 4. The materials must be submitted to and screened by the principal five (5) working days prior to
17 the requested distribution date. The method of distribution will be passive distribution through
18 the designated school information center. The principal may prohibit materials that:
19
 - 20 a. would likely to cause substantial disruption of the operation of the school;
 - 21 b. violate the rights of others;
 - 22 c. are obscene, lewd or sexually explicit;
 - 23 d. students would reasonably believe to be sponsored or endorsed by the school;
 - 24 e. are libelous;
 - 25 f. promote unhealthy activities;
 - 26 g. promote illegal activities;
 - 27 h. infringe on copyright;
 - 28 i. are advertising or commercial;
 - 29 j. are constitutionally prohibited religious material; or
 - 30 k. are not age appropriate.
 - 31
 - 32 5. The school may, upon approval of the director of schools, cooperate with any governmental
33 agency in promoting activities which advance the education or other best interests of the
34 students;
35
 - 36 6. Political literature shall not be distributed through the school to students, nor sent home to
37 parents, nor placed in teachers' mail boxes, lounges, or on school premises;

- 1 7. Political signs for people who are running for public office shall not be allowed on school
2 property except those being held by poll workers on election day;¹ and
3
- 4 8. School publications may accept and publish paid advertising under procedures established by
5 the director of school.

Legal References

1. TCA 2-19-206(d)

Cross References

Board-Community Relations 1.500
Vendor Relations 2.809
Staff Gifts and Solicitations 5.605
Political Activities 5.606
Student Publications 6.704



← Previous Post

Next Post →

The Little Hatch Act reminder

TSEA OCTOBER 4, 2022 COMMENTS OFF



As we look forward to the General Election on Tuesday, November 8, it is vital that state employees remain aware of the legal limitations regarding involvement in political activities. This includes campaigning for or against a measure, party, or individual candidate. While individual citizens may have few rules which govern their activities, state employees are bound by numerous regulations which, if violated, may have serious consequences. In this article we will review the federal and Tennessee law regarding political activity by state employees.

Political involvement by state employees is regulated by both state and federal law. On the state level, involvement is regulated by T.C.A. § 2-19-201 through 208. This section of the Tennessee code is referred to as "The Little Hatch Act" because it mirrors the regulations of political activity by federal employees set forth in 5 U.S.C. §1501 through §1508 (The Hatch Act). Under Tennessee law, it is unlawful for any public officer or employee to use their position, authority or influence to interfere with an election or nomination for office. Under this statute, state employees are prohibited from:

- 1. Displaying campaign literature, banners, placards, streamers, stickers, signs, or other items of campaign or political advertising on the premises of state property.

NOTE: Employees may display a decal or bumper sticker on their personal vehicle while parked on state property. Do not place political or campaign materials on any state-owned vehicle.

- 2. Using state-owned property for campaign advertising or activities.

NOTE: The Little Hatch Act also prohibits state employees from posting campaign flyers in the break room or bulletin board at the office. Likewise, it is prohibited to hold a campaign rally at your work site.

- 3. Engaging in political activity that is not directly a part of your employment during work hours.

NOTE: This element also encompasses any online activities during work hours so don't post campaign articles on social media or send campaign emails from your work computer or state email during or after work hours.

T.C.A. § 2-19-201 lays out what is considered political activity and provides detailed information on each category. For example, an election includes all elections, local, municipal, primary, general, state, federal and special and any election in the state, any county, municipality

TSEA Mission



TSEA provides a powerful, unified voice to improve the lives of active and retired state employees

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00:00

00:15

Retiree Luncheons!

CLICK HERE

Lunch & Learn



Hickman County Schools Board Agenda Item Request

Date: 8/12/2025

Name of School: East Hickman High School

Item Request: Overnight conference for journalism

Explanation: Sept. Board Meeting

The journalism students would like to request permission to attend the National Student Journalism Conference in Nashville from Nov 13-16. This would include two school days of Thursday and Friday. Grants for student lodging and conference fees will be applied for in order to assist with expenses associated with the trip.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Connie Graves

Signature of Building Principal:

Cayl Mouth



Hickman County Schools Trip Request

Name of School: East Hickman High School

Name of Club/Group: Journalism Opryland Hotel

Trip Requested: National Conference for Student Journalism

Purpose: To gain knowledge of newer technology & opportunities

Date and Time frame: Nov 13-16 Number of students: 4

Number of Chaperones: Male Female 1

Costs associated: Hotel 4 nights, food, registration fees (possible grant for hotel & registration)

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

Has the cafeteria been notified? Number of Lunches needed?

How will the students travel? By school van

Is a transportation request attached if system transportation is needed? * To be requested pending board approval.

Signature of person requesting the trip Connie Lewis

Signature of Principal Cayle M. White

Signature of Instructional Supervisor Angie Manor 8/18/25

Signature of Director of Schools

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

To: John Mullins and Hickman County School Board

From: Connie Graves, Sponsor of the *Eagle's Eye* student newspaper from EHHS

Date: September 8, 2025

RE: National Conference for Journalism Education Association

This national conference will be held in Nashville at the Gaylord Opryland Hotel. The conference moves to different locations, and Nashville is the closest opportunity to attend this. Approximately four students will be attending the conference and will be accompanied by Mrs. Graves as a chaperone. We will drive a school van to the event.

Details are as follows:

- Sponsor: Connie Graves
- Conference dates: November 13-16, 2025
- Cost breakdown
 - Graves' Sub 2 days @ 2 x \$81 \$162.00
 - Hotel Rooms 3 rooms x 3 nights @ \$280/night \$2520.00
 - Conference Registration 5 x \$135 \$675.00
 - Gas to/from Nashville \$40.00
 - Food- \$60/day x 4 students 240.00
- **Total \$3,637**
- Upon approval, students may apply for grants for the registration fee. Fundraising will occur to provide money for other expenses.



Hickman County Schools Board Agenda Item Request

Date: 29-Aug-25

Name of School: Hickman County High School

Item Requested: Raider Competition

Explanation:

HCHS JROTC request approval to attend a Raider Challenge competition at
Barren County High School in Glasgow KY. We will compete with 20 other teams to
see who has the best team for this event. Competition will be held on
27 Sept 2025. We request to leave during 7th period on 26 September 2025 and
return the following day after awards ceremony. There will be 1 Female chaperone.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Seneca Moore

Signature of Building Principal




Roddy Emerson
John Mullins 9-2-25



Hickman County High School, 1645 Bulldog Blvd, Centerville, TN 37033 to Barren County High School, 507 Trojan Trail, Glasgow, KY 42141



Imagery ©2025 NASA, Map data ©2025 Google 10 mi

-  **via I-65 N** **2 hr 21 min**
Fastest route, the usual traffic 149 miles
-  **via I-40 E** **2 hr 53 min**
152 miles
-  **via I-840 E and US-31E N** **2 hr 56 min**
160 miles

Explore new places along this route

Add suggested stops



Hickman County Schools Board Agenda Item Request

Date: 29 August 2025

Name of School: Hickman County High School

Item Requested: Raider Competition

Explanation:

HCHS JROTC request approval to attend the Brigade Raider Challenge in Fort Knox Kentucky

Dates for the event are 23 Oct - 27 Oct at Ft. Knox KY. The top 14 Cadets compete with

other JROTC programs across the 7th Brigade footprint which expands across 7

states and 321 school. We will stay in barracks in Ft. Knox and have at least 1 female

Chapparone for the event.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Seneca Moore

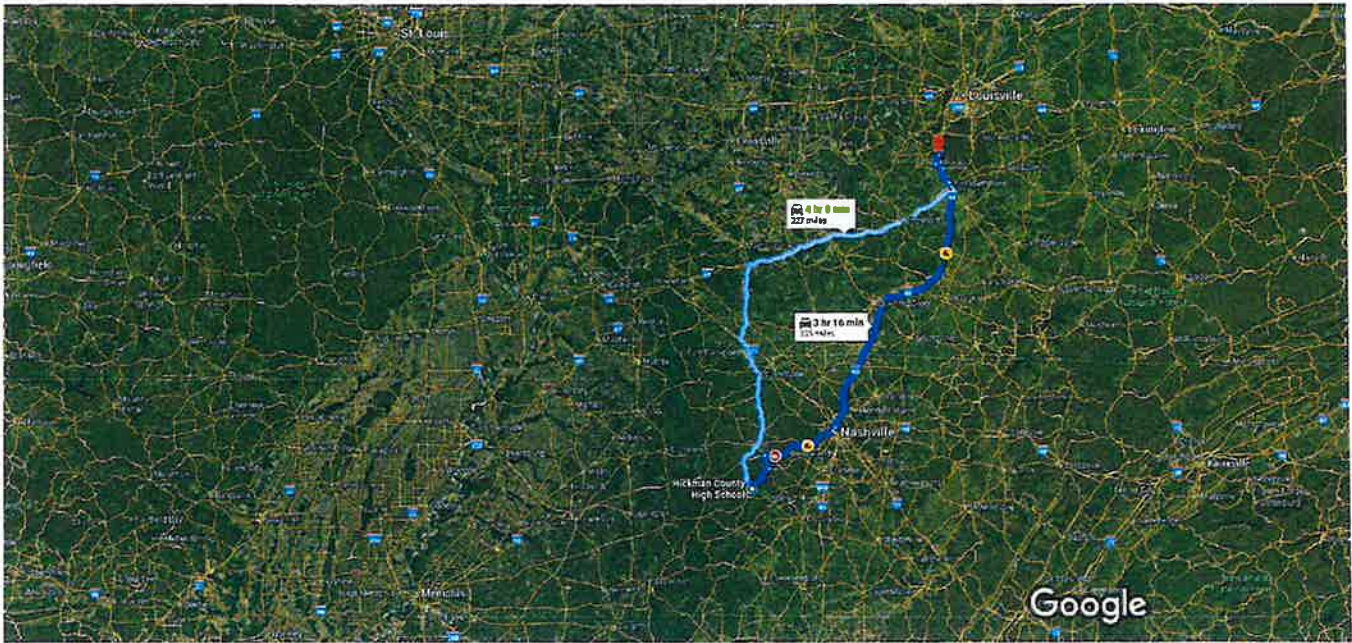
Signature of Building Principal

REMOUJON

John Mullens 9-2-25



Hickman County High School, 1645 Bulldog Blvd, Centerville, TN 37033 to Fort Knox, Kentucky Drive 205 miles, 3 hr 16 min



Imagery ©2025 NASA, Map data ©2025 Google 20 mi

⚠ This route has restricted usage or private roads.

⚠ Your destination is in a different time zone.

Hickman County High School

1645 Bulldog Blvd, Centerville, TN 37033

Get on I-40 E in Dickson from TN-100 E and TN-46 N

29 min (21.2 mi)

- ↑ 1. Head north on Bulldog Blvd 328 ft
- ↶ 2. Turn left to stay on Bulldog Blvd 0.6 mi
- ↷ 3. Turn right onto State Hwy 48 N/TN-100 E
 - i** Continue to follow TN-100 E
 - i** Pass by DG Market (on the left in 0.6 mi)14.1 mi
- ↶ 4. Turn left onto TN-46 N 6.3 mi
- ⤴ 5. Slight right to merge onto I-40 E 0.3 mi

JM
9-2-25
[Signature]

Follow I-40 E and I-65 N to Elizabethtown Bypass in Elizabethtown. Take exit 136 from Western Kentucky Pkwy

2 hr 23 min (165 mi)

- 6. Merge onto I-40 E 34.7 mi
- 7. Use the left 2 lanes to take exit 208B for I-65 N toward Louisville 0.4 mi
- 8. Continue onto I-65 N 1.8 mi
- 9. Keep left to stay on I-65 N, follow signs for I-24 W/Clarksville/Louisville 126 mi
- Entering Kentucky**
- 10. Take exit 91 A-B for Western Kentucky Pkwy W toward Paducah 0.8 mi
- 11. Merge onto Western Kentucky Pkwy 0.6 mi
- 12. Take exit 136 for US-31W Bypass N toward Ft Knox/Patton Museum/US-62 Truck W 0.4 mi

Take KY-361 to your destination in Fort Knox

- 13. Merge onto Elizabethtown Bypass 26 min (18.7 mi)
- 14. Take the exit toward Radcliff 2.1 mi
- 15. Use any lane to turn slightly left onto KY-361/Patriot Pkwy 0.3 mi
- 16. Use the left 2 lanes to turn left onto KY-313 N/KY-361 7.2 mi
- 17. Turn right onto KY-361/Knox Ave 3.9 mi
- Continue to follow KY-361**
- 18. Continue straight onto Bullion Blvd 4.2 mi
- Partial restricted usage road**
- 19. Make a U-turn 0.5 mi
- Partial restricted usage road**
- 20. Turn right 0.3 mi
- Restricted usage road**
- 0.1 mi

Handwritten signature and text: JM 9-2-25

AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Third day of September in the year Two
Thousand Twenty-five
(In words, indicate day, month and year.)

BETWEEN the Design Team's client identified as the Owner:
(Name, legal status, address and other information)

Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

and the Design Team:
(Name, legal status, address and other information)

Kaatz, Binkley, Jones & Morris Design Teams
1008 Charlie Daniels Parkway Mt. Juliet
Mount Juliet, TN 37122
615 754 5393

for the following Project:
(Name, location and detailed description)

Re-roof Gymnasium at East Hickman High School

Hickman County Schools Purchase Order #?????

The Owner and Design Team agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 DESIGN TEAM'S RESPONSIBILITIES
- 3 SCOPE OF DESIGN TEAM'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Refer to project title description noted on the preceding page of this contract
The Owner's program will be developed subsequent to full execution of this Agreement

§ 1.1.2 For the purposes of this agreement, delete the word "Architect" wherever it appears in this agreement and replace it with the word "Design Team"

The Design Team shall consist of the following entities:

Kaatz, Binkley, Jones, and Morris Architects, Inc., the designer responsible for Design Team, architectural design and roofing design required for the project.

KBJM shall be the "lead" for the Design Team for the project

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

to be Determined

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

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User Notes: (68b6ff21b4075f2d6274f7ba)

.1 Design phase milestone dates, if any:

to be Determined

.2 Construction commencement date:

to be Determined

.3 Substantial Completion date or dates:

to be Determined

.4 Other milestone dates:

to be Determined

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

to be Determined

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not Applicable unless authorized by the Owner in writing. Sustainable Design is considered as Additional Services. Compensation shall be per paragraph 11.2

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

John Mullins, Director
Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Design Team's submittals to the Owner are as follows:
(List name, address, and other contact information.)

to be Determined

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

N/A

.2 Civil Engineer:

N/A

- 3 Other, if any:
(List any other consultants and contractors retained by the Owner.)

To Be Determined

§ 1.1.10 The Design Team identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Jason Morris
1008 Charlie Daniels Parkway
Mount Juliet, TN 37122
615 754 5393
jmorris@kbjarchitects.com

§ 1.1.11 The Design Team shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

- 1 Structural Engineer:

Included as part of Basic Services

- 2 Mechanical Engineer:

Not Applicable

- 3 Electrical Engineer:

Not Applicable

§ 1.1.11.2 Consultants retained under Supplemental Services:

To be Determined

§ 1.1.12 Other Initial Information on which the Agreement is based:

To be Determined

§ 1.2 The Owner and Design Team may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Design Team shall appropriately adjust the Design Team's services, schedule for the Design Team's services, and the Design Team's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

ARTICLE 2 DESIGN TEAM'S RESPONSIBILITIES

§ 2.1 The Design Team shall provide professional services as set forth in this Agreement. The Design Team represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Design Team shall perform its services consistent with the professional skill and care ordinarily

provided by Design Teams practicing in the same or similar locality under the same or similar circumstances. The Design Team shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Design Team shall identify a representative authorized to act on behalf of the Design Team with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Design Team shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Design Team's professional judgment with respect to this Project.

§ 2.5 The Design Team shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Design Team normally maintains, the Owner shall pay the Design Team as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than One Million Dollars and Zero Cents (\$1,000,000.00) for each occurrence and Five Million Dollars and Zero Cents (\$5,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Design Team with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Design Team may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than One Hundred Thousand Dollars and Zero Cents (\$ 100,000.00) each accident, One Hundred Thousand Dollars and Zero Cents (\$ 100,000.00) each employee, and Five Hundred Thousand Dollars and Zero Cents (\$ 500,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Three Million Dollars and Zero Cents (\$ 3,000,000.00) per claim and Three Million Dollars and Zero Cents (\$ 3,000,000.00) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Design Team shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Design Team's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 Upon written request, the Design Team shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF DESIGN TEAM'S BASIC SERVICES

§ 3.1 The Design Team's Basic Services consist of those described in this Article 3. Services not set forth in this Article 3 are Supplemental or Additional Services.

Basic Services do not include Hazardous Material Investigation; Review Fees required by Authorities Having Jurisdiction; Printing of Documents for Bidding Purposes; or Printing of Documents for Review by Authorities Having Jurisdiction. The Owner, with the assistance of the Design Team, shall obtain the service of these consultants via separate contracts or shall negotiate with the Design Team to provide these services at an additional fee mutually agreed upon by the Owner and Design Team.

§ 3.1.1 The Architect shall manage the Design Team's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Design Team shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Design Team shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Design Team shall provide prompt written notice to the Owner if the Design Team becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 Not used

§ 3.1.4 The Design Team shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Design Team's written approval.

§ 3.1.5 The Design Team shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Design Team shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Design Team shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Design Team shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Design Team's services.

§ 3.2.2 The Design Team shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Design Team shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Design Team shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Design Team shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Design Team shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Design Team shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 Upon written request by the Owner and as an Additional Service, the Design Team shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Design Team shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Design Team shall submit to the Owner an Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Design Team shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Design Team shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Design Team shall update the Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Design Team shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the Opinion of Probable Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Design Team shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Design Team acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Design Team shall review in accordance with Section 3.6.4.

§ 3.4.2 The Design Team shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Design Team shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Design Team shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Design Team shall update the Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Design Team shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the Opinion of Probable Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Design Team shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Design Team shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Design Team shall assist the Owner in bidding the Project by:

- 1 organizing and conducting a pre-bid conference for prospective bidders;
- 2 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- 3 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, the Design Team shall consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Design Team shall assist the Owner in obtaining proposals by:

- 1 organizing and participating in selection interviews with prospective contractors;
- 2 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- 3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, the Design Team shall consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Design Team shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Design Team's services under this Agreement unless the Owner and the Design Team amend this Agreement.

§ 3.6.1.2 The Design Team shall advise and consult with the Owner during the Construction Phase Services. The Design Team shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Design Team shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Design Team be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Design Team shall be responsible for the Design Team's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Design Team's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Design Team issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Design Team shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Design Team shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Design Team shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Design Team has the authority to reject Work that does not conform to the Contract Documents. Whenever the Design Team considers it necessary or advisable, the Design Team shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Design Team nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or

responsibility of the Design Team to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Design Team shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Design Team's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Design Team shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Design Team shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Design Team's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Design Team shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Design Team shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Design Team's certification for payment shall constitute a representation to the Owner, based on the Design Team's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Design Team's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Design Team.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Design Team has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Design Team shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Design Team shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Design Team's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Design Team's professional judgment, to permit adequate review.

§ 3.6.4.2 The Design Team shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Design Team's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Design Team's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Design Team shall specify the appropriate performance and design criteria that such services must satisfy. The Design Team shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the

Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Design Team. The Design Team's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Design Team shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Design Team shall review and respond to requests for information about the Contract Documents. The Design Team shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Design Team's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Design Team shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Design Team shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Design Team may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Design Team shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Design Team shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Design Team shall:

- 1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- 2 issue Certificates of Substantial Completion;
- 3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- 4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Design Team's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Design Team's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Design Team shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Design Team shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Design Team shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 Refer to Paragraph 12.1

§ 4.2 Design Team's Additional Services

The Design Team may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Design Team, any Additional Services provided in accordance with this Section 4.2 shall entitle the Design Team to compensation pursuant to Section 11.3 and an appropriate adjustment in the Design Team's schedule. The Owner shall pre-approve services that entitle the Design Team to additional compensation over the agreed upon quote.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Design Team shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Design Team shall not proceed to provide the following Additional Services until the Design Team receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Design Team is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Design Team.

§ 4.2.2 To avoid delay in the Construction Phase, the Design Team shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Design Team's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Design Team of the Owner's determination. The Owner shall compensate the Design Team for the services provided prior to the Design Team's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Design Team;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Design Team shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Design Team shall notify the Owner:

- .1 One (1) review of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Visits to the site by the Design Team as appropriate for the stage of construction over the duration of the Project during construction

- 3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- 4 Two(2) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Design Team incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Eighteen (18)months of the date of this Agreement, through no fault of the Design Team, extension of the Design Team's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Design Team. The Owner and the Design Team shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Design Team's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Design Team's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Design Team. Upon the Design Team's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Design Team in this Agreement, or authorize the Design Team to furnish them as an Additional Service, when the Design Team requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Design Team if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Design Team's Instruments of Service.

§ 5.12 The Owner shall include the Design Team in all communications with the Contractor that relate to or affect the Design Team's services or professional responsibilities. The Owner shall promptly notify the Design Team of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Design Team's consultants shall be through the Design Team.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Design Team's duties and responsibilities set forth in the Contract for Construction with the Design Team's services set forth in this Agreement. The Owner shall provide the Design Team a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Design Team access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Design Team access to the Work wherever it is in preparation or progress. Design Team members shall have a background check for access to the work site (School grounds) in accordance with TCA 49-5-413

§ 5.15 Within 15 days after receipt of a written request from the Design Team, the Owner shall furnish the requested information as necessary and relevant for the Design Team to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost or, to the extent the Project is not completed, the estimated cost to the Owner of all elements of the Project designed or specified by the Design Team. The Cost of the Work shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Design Team, including the costs of management or supervision of construction or installation provided by a separate construction manager or contractor, plus a reasonable allowance for their overhead and profit. In addition, a reasonable allowance for contingencies, shall be included for market conditions at the time of bidding and for changes in the Work. The Cost of the Work does not include the compensation of the Design Team, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary Opinion of Probable Cost of the Work and updated Opinion of Probable Cost of the Work, prepared by the Design Team, represent the Design Team's judgment as a design professional. It is recognized, however, that neither the Design Team nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Design Team cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any Opinion of Probable Cost of the Work, or evaluation, prepared or agreed to by the Design Team.

§ 6.3 In preparing Opinion of Probable Costs of Work, the Design Team shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the Opinion of Probable Cost of the Work to meet the Owner's budget. The Design Team's Opinion of Probable Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed Opinion of Probable Cost of the Work, the Design Team shall provide such an Opinion of Probable Cost, if identified as the Design Team's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Design Team, the Procurement Phase has not commenced within 90 days after the Design Team submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Design Team's Opinion of Probable Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Design Team shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Design Team in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Design Team, and the consultants retained by the Owner under separate contract revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Design Team shall, as additional services, modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Design Team to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions, the Owner shall compensate the Design Team for the modifications as an Additional Service pursuant to Section 11.3. In any event, the Design Team modification of the Construction Documents shall be the limit of the Design Team responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Design Team and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. Refer to Article 12.

§ 7.2 The Design Team and the Design Team's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Design Team and the Design Team's consultants.

§ 7.3 The Design Team grants to the Owner a nonexclusive license to use the Design Team's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Design Team shall obtain similar nonexclusive licenses from the Design Team's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Design Team rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Design Team and Design Team's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Design Team and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license

granted herein to another party without the prior written agreement of the Design Team. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Design Team and the Design Team's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Design Team shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Design Team waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Design Team waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Design Team, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 Not Used

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Design Team's services, the Design Team may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Design Team shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If a mediation proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the mediators(s) and agree upon a schedule for later proceedings. Mediator will be a local mediator who has experience mediating construction and/or contract matters.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

- Mediation pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Design Team do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Not used

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an mediation conducted under this Agreement with any other mediation to which it is a party provided that (1) the mediation agreement governing the other mediation permits consolidation; (2) the mediations to be consolidated substantially involve common questions of law or fact; and (3) the mediations employ materially similar procedural rules and methods for selecting mediator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in mediation, provided that the party sought to be joined consents in writing to such joinder. Consent to mediation involving an additional person or entity shall not constitute consent to mediation of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Design Team grant to any person or entity made a party to an mediation conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Design Team under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Design Team in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Design Team's option, cause for suspension of performance of services under this Agreement. If the Design Team elects to suspend services, the Design Team shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Design Team shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Design Team all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Design Team's services. The Design Team's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Design Team shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Design Team shall be compensated for expenses incurred in the interruption and resumption of the Design Team's services. The Design Team's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Design Team, the Design Team may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement 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.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Design Team for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Design Team terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Design Team for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Design Team's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Design Team terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Design Team the following fees:
(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or

licensing fee.)

.1 Termination Fee:

To be Determined

.2 Licensing Fee if the Owner intends to continue using the Design Team's Instruments of Service:

To be Determined

§ 9.8 Termination Expenses are in addition to compensation for the Design Team's services and include expenses directly attributable to termination for which the Design Team is not otherwise compensated, plus an amount for the Design Team's anticipated profit on the value of the services not performed by the Design Team.

§ 9.9 The Owner's rights to use the Design Team's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Design Team, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Design Team shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Design Team by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Design Team to execute certificates, the proposed language of such certificates shall be submitted to the Design Team for review at least 14 days prior to the requested dates of execution. If the Owner requests the Design Team to execute consents reasonably required to facilitate assignment to a lender, the Design Team shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Design Team for review at least 14 days prior to execution. The Design Team shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Design Team.

§ 10.6 Unless otherwise required in this Agreement, the Design Team shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Design Team shall have the right to include photographic or artistic representations of the design of the Project among the Design Team's promotional and professional materials. The Design Team shall be given reasonable access to the completed Project to make such representations. However, the Design Team's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Design Team in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Design Team in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Design Team or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose “confidential” or “business proprietary” information after 7 days’ notice to the other party, when required by law, arbitrator’s order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties’ intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Design Team’s Basic Services described under Article 3, the Owner shall compensate the Design Team as follows:

.1 Stipulated Sum
(Insert amount)

N/A

.2 Percentage Basis
(Insert percentage value)

5% of construction cost plus 5% of any unaccepted additive alternates

.3 Other
(Describe the method of compensation)

N/A

§ 11.2 For the Design Team’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Design Team as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

KBJM rates:

Architect	\$300.00 per hour
Engineer	\$215.00 per hour
Sr. Designer	\$175.00 per hour
Designer	\$115.00 per hour
Clerical	\$ 90.00 per hour

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Design Team as follows:
(Insert amount of, or basis for, compensation.)

Refer to paragraph 11.2

§ 11.4 Compensation for Supplemental and Additional Services of the Design Team consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Design Team plus Ten percent (10%), or as

follows:

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen percent	(15 %)
Design Development Phase	Twenty percent	(20 %)
Construction Documents Phase	Forty percent	(40 %)
Procurement Phase	Five percent	(5 %)
Construction Phase	Twenty percent	(20 %)
<hr/>		
Total Basic Compensation	One Hundred percent	(100 %)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Design Team shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Design Team and the Design Team's consultants are set forth below. The rates shall be adjusted in accordance with the Design Team's and Design Team's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Refer to paragraph 11.2

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Design Team and the Design Team's consultants directly related to the Project, as follows:

- 1 Transportation and authorized out-of-town travel and subsistence;
- 2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- 3 Permitting and other fees required by authorities having jurisdiction over the Project;
- 4 Printing, reproductions, plots, and standard form documents;
- 5 Postage, handling, and delivery;
- 6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- 7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- 8 If required by the Owner, and with the Owner's prior written approval, the Design Team's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Design Team's consultants;
- 9 All taxes levied on professional services and on reimbursable expenses;
- 10 Not Used
- 11 Not Used
- 12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Design Team and the Design Team consultants plus Zero percent (0 %) of the expenses incurred.

§ 11.9 Design Team's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Design Team normally maintains, the Owner shall pay the Design Team for the additional costs incurred by the Design Team for the additional coverages as set forth below:

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User Notes:

(68b6ff21b4075f2d6274f7ba)

(Insert the additional coverages the Design Team is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Design Team.)

To be Determined

§ 11.10 Payments to the Design Team

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of Zero Dollars (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Design Team of an amount to be determined shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Design Team's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Design Team's invoice. Amounts unpaid Forty-five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Design Team.

(Insert rate of monthly or annual interest agreed upon.)

5 % (Five)

§ 11.10.2.2 The Owner shall not withhold amounts from the Design Team's compensation to impose a penalty or liquidated damages on the Design Team, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Design Team agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

12.1 The following services are not considered part of basic services under this agreement. The Owner shall obtain the services of these consultants via separate contracts or shall negotiate with the Design Team to provide these services at an additional fee mutually agreed upon by the Owner and Design Team:
Printing of documents for review and / or submittal to Authorities Having Jurisdiction, Printing of documents for bidding purposes, Testing for Hazardous Materials, Plan Review Fees

12.2 Not Used

12.3 Refer to Article 10 – Miscellaneous Provisions and delete paragraph 10.1 in its entirety. Insert the following in its place:

“This agreement shall be governed by the law of Hickman County, Tennessee”.

12.4 Since the work of this project connects to existing facilities designed and constructed by others, the Design Team (their officers, directors, employees, and sub-consultants) will make certain assumptions regarding existing conditions when designing the new work. Because some of these assumptions cannot be verified without expending additional sums of money or destroying otherwise adequate or serviceable portions of the existing site amenities for explorative investigation, the Design Team shall not be responsible for portions of the existing site amenities previously designed and/or constructed by others.

12.5 The Owner allocates exclusive rights to the Architectural Designer to claim federal tax deductions available for this project under Section 1331 of the Energy Policy Act of 2005, Pub. L. No. 109-58, 119 Stat. 594 (2005) enacted §§ 179D of the Code, which provide a deduction with respect to energy efficient commercial buildings.

In the case of energy efficient commercial building property (or partially qualifying commercial building property for which a deduction is allowed under §§ 179D) that is installed on or in property owned by a Federal, State or local government or a political subdivisions thereof, the owner of the property may allocate the §§ 179D deduction to the person primarily responsible for designing the property (the designer).

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Design Team and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Design Team.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

BY: John Mullins, Director of Schools,
Hickman County Schools

(Printed name and title)



ARCHITECT (Signature)

BY: Wm. T. Morris, President, KBJM
Architects, Inc

(Printed name, title, and license number if required)

Hickman County Board of Education
 Budget Amendment No. 10
 Federal Programs (Fund 142)
 September 8, 2025

47141 - - - 101	Revenue	\$ 177,657.48		
71100 - 189 - - 101	Other Salaries & Wages		\$ 62,291.11	Budgeting Title I Carryover
71100 - 201 - - 101	Social Security		2,443.59	
71100 - 204 - - 101	State Retirement	8,725.17		
71100 - 207 - - 101	Medical Insurance	14,853.50		
71100 - 429 - - 101	Instructional Supplies		77,000.00	
71100 - 722 - - 101	Reg Instruction Equipment		59,254.91	
72130 - 499 - - 101	Other Supplies		314.99	
72210 - 172 - - 101	Instructional Coach		380.30	
72210 - 201 - - 101	Social Security		1,168.33	
		1,617.08		
47189 - - - 201	Revenue	92,798.33		Budgeting Title II
72210 - 189 - - 201	Other Salaries		19,813.00	
72210 - 198 - - 201	Substitutes		16,000.00	
72210 - 201 - - 201	Social Security	267.69		
72210 - 204 - - 201	State Retirement		608.02	
72210 - 355 - - 201	Travel		2,200.00	
72210 - 499 - - 201	Other Supplies		6,000.00	
72210 - 524 - - 201	Inservice		21,046.00	
72210 - 599 - - 201	Other charges		9,000.00	
72210 - 790 - - 201	Other Equipment		18,399.00	
47590 - - - 401	Revenue	73,425.56		Budgeting Title IV Carryover
72130 - 499 - - 401	Other Supplies	289.21		
72210 - 499 - - 401	Other Supplies		13,420.00	
72210 - 524 - - 401	Inservice		8,000.00	
72210 - 790 - - 401	Other Equipment		52,294.77	
47148 - - - 601	Revenue		4,684.92	Budgeting Title V
72210 - 189 - - 601	Other Salaries		198.86	
72210 - 201 - - 601	Social Security		130.20	
72210 - 204 - - 601	State Retirement	498.11		
72210 - 790 - - 601	Other Equipment	4,515.87		
		\$ 374,648.00	\$ 374,648.00	

Approved:

Attest:

Board Chair

John Mullins

Hickman County Board of Education
 Budget Amendment No. 11
 Federal Programs (Fund 142)
 September 8, 2025

47143 - - - 901	Revenue	\$ 173,596.68			
71200 - 163 - - 901	Educational Assistants	15,096.00			
71200 - 171 - - 901	Speech Pathologist		\$ 74,200.45		
71200 - 189 - - 901	Other Salaries & Wages		3,999.99		
71200 - 198 - - 901	Substitutes		44,999.99		
71200 - 201 - - 901	Social Security		6,702.43		
71200 - 204 - - 901	State Retirement		1,754.42		
71200 - 207 - - 901	Medical Insurance		85,054.99		
71200 - 212 - - 901	Medicare		1,566.91		
71200 - 399 - - 901	Other Contracted Service	0.01			
71200 - 429 - - 901	Instructional Supplies		4,999.99		
71200 - 725 - - 901	SPED Equipment		3,499.99		
72220 - 124 - - 901	Psychological Personnel		5,404.00	Budgeting IDEA Part B Carryover	
72220 - 131 - - 901	Medical Personnel	71,058.00			
72220 - 161 - - 901	Secretary		2,670.00		
72220 - 201 - - 901	Social Security	3,904.00			
72220 - 204 - - 901	State Retirement	5,158.25			
72220 - 207 - - 901	Medical Ins		6,705.47		
72220 - 212 - - 901	Medicare	913.00			
72220 - 322 - - 901	Evaluation & Testing		4,999.99		
72220 - 355 - - 901	Travel		2,999.99		
72220 - 399 - - 901	Other Contracted Services		5,999.99		
72220 - 499 - - 901	Other Supplies	405.86			
72220 - 790 - - 901	Other Equipment	426.79			
72710 - 313 - - 901	Contracts with Parents		14,999.99		
47145 - - - 911	Revenue	\$ 24,434.44			
71200 - 163 - - 911	Educational Assistant		1,680.00	Budgeting IDEA Preschool Carryover	
71200 - 201 - - 911	Social Security		93.00		
71200 - 204 - - 911	State Retirement		179.35		
71200 - 207 - - 911	Medical Ins		5,900.00		
71200 - 212 - - 911	Medicare		22.00		
71200 - 429 - - 911	Instructional Supplies		6,415.62		
71200 - 499 - - 911	Other Supplies		5,000.00		
71200 - 725 - - 911	Instructional Equipment		5,000.00		
72710 - 313 - - 911	Contracts with Parents		144.47		
		\$ 294,993.03	\$ 294,993.03		

Approved:

Attest:

Board Chair

John Mullins

Hickman County Board of Education
Budget Amendment No. 12
General Purpose (Fund 141)
September 8, 2025

Account	Description	Debit	Credit	Justification
48990 - - 72810 - 599 - SS	Revenue Other Charges	4,000.00	4,000.00	Donation
		\$ 4,000.00	\$ 4,000.00	

Approved:

Attest:

Board Chair

John Mullins

Hickman County Board of Education
Budget Amendment No. 13
General Purpose (Fund 141)
September 8, 2025

Account	Description	Debit	Credit	Justification
71200 - 171 -	Speech Pathologist	72,000.00		Result of Moving Speech Pathologist to Federal Funding & moving OT to Fund 141 per discussion with State relating to 142-901 IDEA Part B Funding
71200 - 201 -	Social Security	5,508.00		
71200 - 204 -	State Retirement	6,480.00		
72220 - 131 -	Medical Personnel		72,000.00	
72220 - 201 -	Social Security		5,508.00	
72220 - 204 -	State Retirement		6,480.00	
		\$ 83,988.00	\$ 83,988.00	

Approved:

Attest:

Board Chair

John Mullins

Hickman County Board of Education
Budget Amendment No. 14
General Purpose (Fund 141)
September 8, 2025

76100 - 790 -	Other Equipment	\$ 60,000.00		To move capital funds for projects that were paid out of 2025 funds to cover Mold Abatement at HCHS
76100 - 799 -	Other Capital Outlay	30,000.00		
72620 - 335 -	Maintenance - Bldg		\$ 90,000.00	
		\$ 90,000.00	\$ 90,000.00	

Approved:

Attest:

Board Chair

John Mullins



Misty Shelton

VPK Supervisor/Licensure Coordinator/Board Policies

Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

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

1st reading:

6.200 Attendance- recommended changes to Tier I and II action steps noted on the policy.

Up for Review:

6.4081 Safe Relocation of Students
6.409 Reporting Child Abuse
6.410 Accidents and Illnesses
6.411 Student Wellness
6.413 Prevention and Treatment of Sports-Related Concussions
6.414 Prevention and Treatment of Sudden Cardiac Arrest
6.415 Student Suicide Prevention
6.500 Special Education Students
6.501 Married and/or Pregnant Students
6.502 Foreign Exchange Students
6.503 Homeless Students

Thank you for your careful consideration of these policies.

931-729-3391 ext. 2226

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Hickman County Board of Education

Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/07/25
	Rescinds: 6.200	Issued: 04/07/25

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each
2 day school is in session. The official school day for students begins at 8:00 a.m. and concludes at 3:00
3 p.m. unless so noted on the Board approved calendar.

4 The attendance supervisor shall oversee the entire attendance program which shall include: ¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school.²

17 Student attendance records shall be given the same level of confidentiality as other student records. Only
18 authorized school officials with legitimate educational purposes may have access to student information
19 without the consent of the student or parent/guardian.³

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
21 Excused absences shall include:⁴

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31
- 32 6. Pregnancy;
- 33

- 1 7. School-endorsed activities;
- 2
- 3 8. Summons, subpoena, or court order; or
- 4
- 5 9. Circumstances which in the judgment of the principal create emergencies over which the
- 6 student has no control.

7 The principal shall be responsible for ensuring that:⁶

- 8 1. Attendance is checked and reported daily for each class;
- 9
- 10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 11 for the majority of the day;
- 12
- 13 3. All student absences are verified;
- 14
- 15 4. Written excuses are submitted for absences and tardiness;
- 16
- 17 5. System-wide procedures for accounting and reporting are followed.

18 **TRUANCY**

19 *General*

20 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
21 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
22 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
23 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
24 considered present for school attendance purposes. If a student is required to participate in a remedial
25 instruction program outside of the regular school day where there is no cost to the parent(s) and the
26 school system provides transportation, unexcused absences from these programs shall be reported in the
27 same manner.⁷

28 Students who are absent five (5) days without adequate excuse shall be reported to the director of
29 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
30 absence. If a parent does not provide documentation within adequate time excusing those absences, or
31 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
32 intervention plan described below prior to referral to juvenile court.

33 The director of schools/designee shall develop appropriate administrative procedures to implement this
34 policy.

35 *Progressive Truancy Intervention Plan*⁸

36 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
37 implemented.

1 ~~Students with three (3) unexcused absences shall be subject to the progressive truancy intervention~~
2 ~~framework outlined below.~~

3 **Tier I**

4 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
5 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
6 not limited to,

- 7 1. School-wide strategy to promote regular daily attendance with plans of action to prevent chronic
8 absence, truancy, late arrivals, and early dismissals.
- 9 2. An attendance expectation letter to be sent to parents/guardians during the first week of school
10 to communicate clear school level expectations.
- 11 3. Identify students who have been chronically absent from the previous year.
- 12 4. Take and submit accurate attendance in SMS (Skyward) for each class, every day, and on-time
13 during the first fifteen minutes of class.
- 14 5. Run daily absentee report to find discrepancies.
- 15 6. Make personal contact with the student's parent/guardian to investigate the reason for unexcused
16 absences at three (3) days of unexcused absences.

17 ~~A conference with the student and the student's parent/guardian;~~

18 ~~An attendance contract, based on the conference, signed by the student, the parent/guardian, and~~
19 ~~an attendance officer. The contract shall include:~~

- 21 a. ~~A specific description of the school's attendance expectations for the student;~~
- 22 b. ~~The period for which the contract is effective.~~
- 23 c. ~~Penalties for additional absences and alleged school offenses, including additional~~
24 ~~disciplinary action and potential referral to juvenile court; and~~

25 ~~Regularly scheduled follow-up meetings to discuss the student's progress.~~

26
27
28 If the student accumulates additional unexcused absences in violation of the attendance contract, in Tier
29 I, he/she shall be subject to Tier II.

30 **Tier II**

31 ~~An individualized assessment by a school employee of the reasons a student has been absent from school.~~
32 ~~This may result in referral to counseling, community-based services, or other services to address the~~
33 ~~student's attendance problems.~~ Tier II of the progressive truancy plan shall be implemented after the
34 student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the
35 following:

- 36 1. A conference with the student and the student's parent/guardian;
- 37
38 2. An attendance contract, based on the conference, signed by the student, the
39 parent/guardian, and an attendance officer. The contract shall include:

40

- a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective.
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.
 4. An individualized assessment by a school employee of the reasons a student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Tier III interventions must include a review of the previous individualized assessment and an amended attendance contract but may also result in further action including but not limited to a review of grades and the discipline record, a referral to restorative justice programs, a referral to community-based services, or a referral to the Department of Children's Services.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

1 Students shall only be permitted to attend courses provided by entities that certify in writing that they
2 have complied with the background check requirements outlined in state law.¹¹ The student shall
3 submit a written consent form signed by the student's parent/guardian prior to participation in the
4 released time course. The principal/designee shall document the approval in writing. The student shall
5 provide documentation to the principal/designee as proof of the student's participation in the released
6 time course.

7 The district shall not be responsible for transporting students to and from the place of instruction.

8 Upon submission of the student's transcript from the entity that provided the released time course, the
9 student may be awarded one-half (1) unit of elective credit.

10 The Director of Schools shall develop procedures with secular criteria for determining whether credit
11 shall be awarded.

12 **MAKE-UP WORK**

13 All missed class work or tests (whether from excused or unexcused absence) may be made up provided
14 the student makes the request immediately upon returning to school and provided instruction time is not
15 taken from other students.

16 A grade of incomplete will be received for any work missed until the work is completed. A student may
17 have up to three (3) days to make up work from a single absence and up to five (5) days to make up work
18 from an absence longer than a single day. It is the student's responsibility to make arrangements for
19 make-up work, and if not completed in the allotted time, a grade of zero (0) will be recorded for the
20 assignments.

21 For school-sponsored activities, the student will be required to make up all work missed and will receive
22 full credit for the assignment or upon completion of a test. The student will not be counted absent for a
23 school sponsored event (school planned, school-directed, and teacher supervised).

24 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

25 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
26 excuse or must have been given an excused release by the principal prior to testing to receive an excused
27 absence. Students who have excused absences will be allowed to take a make-up exam that will count
28 as 15% of their grade. Excused students will receive an incomplete in the course until they have taken
29 the End of Course Exam.

30 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
31 be averaged into their final grade at 15%.

32 **CREDIT/PROMOTION DENIAL**

33 Credit/promotion denial determinations may include student attendance, however, student attendance
34 may not be the sole criterion.¹¹ However, if attendance is a factor, prior to credit/promotion denial, the
35 following shall occur:
36

1 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
2 to excessive absenteeism.

3 2. Procedures in due process are available to the student when credit or promotion is denied.

4 **DRIVER'S LICENSE REVOCATION**²

5 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
6 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

7 **ATTENDANCE HEARING**¹²

8 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
9 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
10 the student chooses to appeal, the student or their parent/guardian shall be provided written or actual
11 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee
12 will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student
13 has met attendance requirements that will allow him/her to pass the course or be promoted. Upon
14 notification of the attendance committee decision, the principal shall send written notification to the
15 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
16 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
17 appeal such action within two (2) school days to the director of schools/designee.

18 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

19 Within five (5) school days of the director of schools/designee rendering a decision, the student's
20 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
21 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
22 The action of the Board shall be final.

23 The director of schools/designee shall ensure that this policy is posted in each school building and
24 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\): State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505

10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\);
Public Acts of 2025, Chapter No. 401](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

Students from Military Families 6.506
Student Records 6.600

Hickman County School System

Attendance

6.200AP

Each day, student attendance is taken by staff and reported to the front office of each school and recorded in the student information system (Skyward). Students who are absent will have automated phone calls made to their parent/guardian notifying them that the student is absent.

State law describes truant as a student having 5 unexcused absences. Attendance personnel in each school have access to attendance reports that indicate when students have reached 3 days and/or 5 days unexcused absences. Letters may be sent out at the principal's discretion at 3 unexcused absences to inform parents that their student is approaching a truant status. At 5 days unexcused, schools should send out a letter requesting parents to provide notes to excuse those absences in a timely manner. If a parent fails to provide documentation that would excuse those days of unexcused attendance, the student is reported to the At-Risk Coordinator as truant. The At-Risk Coordinator will then summon the parent/guardian and the student(s) to Truancy Council (ONLY students in middle or high school should attend).

Abbreviated Days

Parents should be aware that abbreviated school days count as full days towards attendance. Students who miss abbreviated days will receive an unexcused absence that counts the same as a whole day.

Parent Notes

Hickman County allows parents to write notes for missed days when taking a child to the doctor is not deemed necessary or when emergencies arise. Parents are allowed to write a total of 8 parent notes for the school year that may excuse a whole day or a partial day.

Notes for any excused absence should be turned in to the school upon the return of the student to school.

Seniors

School administration may deny participation in graduation exercises, prom, or any other senior activities, to those seniors who accumulate more than 15 cumulative unexcused absences regardless of the age of the senior.

Perfect Attendance

Students in attendance for 3 hours, 16 minutes ($\frac{1}{2}$ school day), they will be counted as having attended that day. (The computer will continue to count minutes not in attendance which may result in the student showing more than 1 day absent when added up. This will not effect their perfect attendance.)

Unexcused tardies and early dismissals when accumulated to add up to one or more days will result in that student losing their Perfect Attendance status.

Students who have been home schooled and transfer into our system after October 1 of any school year will not be eligible for having Perfect Attendance that school year.

Students who transfer from another system which would have started after our school year starts will not be eligible for Perfect Attendance if they had not started school in their old system and enroll with us after October 1 of that school year.

Students who transfer into our system from another system will be counted as having perfect attendance if documentation is provided from the previous school system that they have had perfect attendance at their previous school.

Progressive Truancy Plan

Database administrators will send parent notification forms home with students when students meet the qualifications under the attendance policy.

[Parent Attendance Notification Form](#)

Released Course Time

When evaluating a course under the released time course policy, the secular criteria of the course may include, but is not limited to:

- 1) The amount of classroom instruction time
- 2) The course syllabus
- 3) Methods of assessment used in the course
- 4) Whether the course was taught by an instructor licensed



Misty Shelton

VPK Supervisor/Licensure Coordinator/Board Policies

Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

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

1st reading:

6.200 Attendance- recommended changes to Tier I and II action steps noted on the policy.

Up for Review:

6.4081 Safe Relocation of Students
6.409 Reporting Child Abuse
6.410 Accidents and Illnesses
6.411 Student Wellness
6.413 Prevention and Treatment of Sports-Related Concussions
6.414 Prevention and Treatment of Sudden Cardiac Arrest
6.415 Student Suicide Prevention
6.500 Special Education Students
6.501 Married and/or Pregnant Students
6.502 Foreign Exchange Students
6.503 Homeless Students

Thank you for your careful consideration of these policies.

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Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Safe Relocation of Students</h2>	Descriptor Code: <h3 style="text-align: center;">6.4081</h3>	Issued Date: <h3 style="text-align: center;">06/05/23</h3>
		Rescinds: <h3 style="text-align: center;">6.4081</h3>	Issued: <h3 style="text-align: center;">12/07/21</h3>

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
 16 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

Hickman County Board of Education

Descriptor Term:

Reporting Child Abuse

Descriptor Code:
6.409

Issued Date:
08/05/24

Rescinds:
6.409

Issued:
07/10/23

1 General

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school
5 and submit this information to the Department of Children's Services;
6
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;
8
- 9 3. Supply the Coordinator with all necessary resources;
10
- 11 4. Ensure that all employees working directly with students annually complete the child abuse
12 training program required by state law.²

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
14 child abuse or child sexual abuse.

15 REPORTING

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law
19 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
21 prior to notifying the Coordinator.⁵

22 The report shall include, to the extent known by the reporter:⁶

- 23 1. The name, address, telephone number, and age of the child;
24
- 25 2. The name, telephone number, and address of the parents or persons having custody of the child;
26
- 27 3. The nature and extent of the abuse or neglect; and
28
- 29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
30 abuse or neglect.

31 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
32 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\); TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Attv. Gen. No. 87-101 \(June 9, 1987\)](#)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Hickman County Board of Education

Descriptor Term: Accidents and Illnesses	Descriptor Code: 6.410	Issued Date: 07/10/23
	Rescinds: 6.410	Issued: 05/03/21

1 Parent(s) of all students shall provide the schools with medical authorization which shall contain the
2 following information:

- 3 1. Parents' location and phone number during the school day;
- 4
- 5 2. The name, address and phone number of the student's physician(s);
- 6
- 7 3. Directions in the event that medical treatment is needed;
- 8
- 9 4. Information concerning a student's particular physical disability or medical condition.

10 The authorization will be required annually and will be kept on file in the principal's office.

11 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to
12 render first-aid or ensure that it is rendered.

13 In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick
14 up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student
15 will be transported to the hospital emergency room and the physician identified by the parent(s) on the
16 emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s)
17 will continue until they are reached.

18 Principals will inform the director of schools immediately of any serious injuries suffered by students
19 while under jurisdiction of the school. A report of each accident taking place in a school will be filed in
20 the offices of both the principal and the director of schools. Forms for reporting accidents will be made
21 available from the office of the director of schools. In all accidents serious enough to require medical
22 attention or requiring the student to be taken home, or in all cases that the staff member in charge deems
23 desirable, reports will be made and filed as stated above.

24 No student will be taken and left at home or sent home unless a parent, or someone designated by the
25 parent(s), is at home to accept the responsibility of the student.

26 Parents who object to the procedures contained in this policy shall submit to the principal a written
27 emergency plan for his approval.

Hickman County Board of Education

Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 07/07/25
	Rescinds: 6.411	Issued: 07/08/24

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

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

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

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

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

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

27 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
28 and administrators.² The Team shall hold Healthy School Team meetings during the school year to
29 assess needs and oversee planning and implementation of school health efforts.

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

1 COMMITMENT TO NUTRITION

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

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

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

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

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

24 DISTRICT GOALS

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

33 COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷

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

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

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

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

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

15 **COMMITMENT TO CURRICULUM³**

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

17 **SCHOOL HEALTH INDEX³**

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

21 **COMPLIANCE⁸**

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

25 *Recordkeeping*

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

28 *Annual Notification of Policy*

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

33 *Triennial Progress Assessments*

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

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

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

9 *Revisions and Updating the Policy*

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

15 *Community Involvement, Outreach, and Communications*

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

Legal References

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

Cross References

Student Suicide Prevention 6.415

Hickman County Board of Education

Descriptor Term: Prevention and Treatment of Sports-Related Concussions	Descriptor Code: 6.413	Issued Date: 07/10/23
	Rescinds: 6.413	Issued: 05/03/21

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order
2 to ensure the safety of students that participate in interscholastic athletics, it is imperative that student
3 athletes, coaches, and parents are educated about the nature and treatment of sports related concussions.
4 The Board recognizes that concussions can be a serious health issue and should be treated as such.

5 The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee
6 Department of Health to inform and educate coaches, school administrators, student athletes, and
7 parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These
8 guidelines and materials may be viewed on the Department of Health's website and shall be made
9 available to interested parties through the Central Office.

10 This policy shall govern all activities and those individuals involved in those activities which constitute
11 an organized athletic game or competition against another team or in practice or preparation for an
12 organized game or competition. It does not govern those activities or individuals involved in those
13 activities which are entered into for instructional purposes only or those that are incidental to a
14 nonathletic program or lesson.

15 **REQUIRED TRAINING¹**

16 The director of schools shall ensure that each school's athletic director and coaches, employed or
17 volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course. This
18 course may be accessed online at www.nfhslearn.com.

19 Prior to the annual initiation of practice or competition, the following persons must review and sign a
20 concussion and head injury information sheet approved by the Tennessee Department of Health: the
21 director of schools, licensed healthcare professionals (if appointed), each school athletic director, and
22 each coach, employed or volunteer.

23 In addition, prior to the annual initiation of practice or competition, all student athletes and their
24 parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the
25 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
26 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent (s) /
27 guardian (s), for athletes younger than eighteen (18) years of age.

28 All documentation of the completion of a concussion recognition and head injury safety education course
29 program and signed concussion and head injury information sheets shall be maintained by the director
30 of schools or his/her designee for a period of three (3) years.

31 **REMOVAL FROM ATHLETICS¹**

- 1 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during
2 an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare
3 professional, if available, and if not, by the coach or other designated individuals.
- 4 No student athlete who has been removed from an athletic activity or competition due to a concussion
5 or suspected concussion shall be allowed to return to any supervised team activities involving physical
6 exertion, including games, competitions, or practices, until the student athlete has been evaluated by and
7 received written clearance on forms approved by the Department of Health from a licensed health care
8 provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor
9 (M.D.), osteopathic physician (D.O.), or a clinical neuropsychologist with concussion training or a
10 physician's assistant (P.A.) with concussion training who is a member of a health care team supervised
11 by a Tennessee licensed medical doctor or osteopathic physician.²
- 12 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
13 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
14 observed.
- 15 The director of schools or his/her designee shall ensure that all protocols approved by the Tennessee
16 Department of Health or required by law relative to the provisions of this policy are followed and
17 implemented within each school.

Legal References

1. TCA 68-55-502
2. TCA 68-55-501

Hickman County Board of Education

Descriptor Term: Prevention and Treatment of Sudden Cardiac Arrest	Descriptor Code: 6.414	Issued Date: 07/10/23
	Rescinds: 6.414	Issued: 05/03/21

1 Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly,
2 preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of
3 students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and
4 parents are educated about the nature and treatment of sudden cardiac arrest. The Board recognizes that
5 sudden cardiac arrest is a serious health issue and should be treated as such.

6 The Board adopts the guidelines and other pertinent information and forms developed by the
7 Tennessee Department of Health to inform and educate coaches, school administrators, student
8 athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These
9 guidelines and materials may be viewed on the Department of Health's website and shall be made
10 available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute
12 an organized athletic game or competition against another team or in practice or preparation for an
13 organized game or competition. It does not govern those activities or individuals involved in those
14 activities which are entered into for instructional purposes only or those that are incidental to a
15 nonathletic program or lesson.

16 **REQUIRED TRAINING¹**

17 The director of schools shall ensure that each school's athletic director and coaches, employed or
18 volunteer, annually complete the *National Federation of State High School Associations Elective*
19 *Course – Sudden Cardiac Arrest* online course. This course may be accessed online at
20 www.nfhslearn.com.

21 Prior to the annual initiation of practice or competition, the following persons must review and sign a
22 sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school
23 athletic director, licensed healthcare professionals (if appointed), and each coach, employed or
24 volunteer.

25 In addition, prior to the annual initiation of practice or competition, all student athletes and their
26 parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the
27 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
28 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) /
29 guardian(s), for athletes younger than eighteen (18) years of age.

30 All documentation of the completion of a sudden cardiac arrest education course program and signed
31 sudden cardiac arrest information sheets shall be maintained by the director of schools or his/her
32 designee for a period of three (3) years.

1 Removal from Athletics¹

2 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest
3 during or after an athletic activity or competition shall be immediately removed for evaluation by a
4 licensed healthcare professional, if available, and if not, by a coach or other designated individuals.
5 Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained
6 shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

7 Student athletes who have been removed from an athletic activity or competition shall not return to any
8 supervised team activities involving physical exertion, including games, competitions, or practices,
9 until the student athlete has been evaluated by and received written clearance on forms approved by the
10 Department of Health from a licensed health care provider for a full or graduated return.

11 Penalties¹

12 A coach found in violation of the provisions of this policy related to removal from play and return to
13 play shall be subject to the following penalties:

- 14 1. For a first violation, suspension from coaching any athletic activity for the remainder of the
15 season;
- 16 2. For a second violation, suspension from coaching any athletic activity for the remainder of the
17 season and the next season; and
- 18 3. For a third violation, permanent suspension from coaching any athletic activity.
19

Legal References

1. TCA 68-6-101, et seq.

Hickman County Board of Education

Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 07/10/23
	Rescinds: 6.415	Issued: 05/03/21

1 The Board is committed to protecting the health and well-being of all students and understands that
2 physical, behavioral, and emotional health are integral components of student achievement. Students
3 are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students
4 will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255
5 (TALK).

6 **PREVENTION¹**

7 All district employees shall attend either the annual in-service training in suicide prevention or
8 participate in other equivalent training approved by the director of schools. The training shall include,
9 but not be limited to, identification of risk factors, warning signs, intervention and response
10 procedures, referrals, and postvention.

11 The director of schools shall identify a district suicide prevention coordinator responsible for planning
12 and coordinating the implementation of this policy. Each school principal shall designate a school
13 suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide
14 prevention and policy implementation.

15 **INTERVENTION¹**

16 Any employee who has reason to believe that a student is at imminent risk of suicide shall report such
17 belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but
18 not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a
19 student self-refers.

20 Upon notification, the principal or designee shall ensure the student is placed under adult supervision.
21 Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The
22 principal or designee shall contact the director of schools or designee as soon as practicable.

23 Prior to contacting the student's parent/guardian, the director of schools or designee shall determine if
24 there could be further risk of harm resulting from parent/guardian notification. If parent/guardian
25 notification could result in further risk of harm or endanger the health or well-being of the student, then
26 local law enforcement and the Department of Children's Services shall be contacted.²

27 If appropriate, the director of schools or designee shall contact the student's parent/guardian and
28 provide the following information:

- 1 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of
2 suicide;
- 3 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that
4 emergency medical services were contacted;
- 5 3. Ask the parent/guardian whether he/she is aware of the student's mental state;
- 6 4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health
7 counseling for the student;
- 8 5. Provide the names of community mental health counseling resources if appropriate.

9 The director of schools or designee will seek parental permission to communicate with outside mental
10 health care providers regarding a student. If the student is under the age of 18 and the parent/guardian
11 refuses to seek appropriate assistance, the director of schools or designee shall contact the Department
12 of Children's Services.²

13 The director of schools or designee shall document the contact with the parent/guardian by recording:

- 14 1. The time and date of the contact;
- 15 2. The individual contacted;
- 16 3. The parent/guardian's response; and
- 17 4. Anticipated follow-up.

18 The director of schools or designee shall ensure the student is under adult supervision until a
19 parent/guardian or other authorized individual accepts responsibility for the student's safety.

20 Prior to a student returning to school, the director of schools or designee and/or principal shall meet
21 with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide
22 documentation from a mental health care provider stating that the student has received care and is no
23 longer a danger to themselves or others. The principal will identify an employee to periodically check
24 in with the student to ensure the student's safety and address any problems with re-entry.

25 **POSTVENTION¹**

26 Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis
27 Management plan. At a minimum, the Crisis Management plan shall address the following:

- 28 1. Verification of death;
- 29 2. Preparation of postvention response to include support services;
- 30 3. Informing faculty and staff of a student death;
- 31 4. Informing students that a death has occurred; and
- 32 5. Providing information on the resources available to students.

33 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the
34 death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty
35 will immediately review suicide warning signs and reporting requirements. The director of schools or
36 designee shall be responsible for all media inquiries.

Legal References

1. TCA 49-6-1901, et seq.
2. TCA 37-1-403

Cross References

News Releases, News Conferences and Interview 1.503
Crisis Management 3.203
Student Discrimination, Harassment, Bullying, Cyber-
bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411

Hickman County School System

Student Suicide Prevention

6.415AP

In order to meet the needs of students and to protect the health and safety of all students and staff, the following procedure will be followed by Hickman County Schools. Students who exhibit suicidal thoughts and behaviors shall be evaluated by school authorities in order to determine a student's motives and intentions. Once a student has been determined to exhibit tendencies toward harming themselves, all precautions should be taken immediately.

Available personnel at the school to assist with students and their situation, include the school resource officer, guidance counselors, school nurses and school administrators. Remember to always err on the side of caution. Once the school has determined a student is in need of evaluation then the following steps will be followed.

- Never leave student alone, under any circumstance.
- Take the student to the school counselor or administrator who will do the following:
 1. Call Youth Villages Crisis Line: 1-866-791-9222
 2. If appropriate, designee will contact student's parent/guardian. If parent/guardian notification could result in further risk or harm of the student, contact law enforcement and the Department of Children's services.
 3. Document contact with parent/guardian:
 1. Inform the parent/guardian that there is reason to believe the student is at risk of suicide.
 2. Assure the parent/guardian that the student is safe and medical services were contacted.
 3. Ask parent/guardian whether he/she is aware of student's mental state
 4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling
 5. Provide names of community mental health counseling services.

Hickman County School System

Student Suicide Prevention

6.415AP

Parent/Guardian Documentation

1. Time and Date _____

2. Name of person that was contacted _____

3. Summary of parent/guardian's response

4. Anticipated follow up:

Hickman County Board of Education

Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date: 07/10/23
	Rescinds: 6.500	Issued: 05/03/21

1 Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the
2 benefit of a free appropriate public education. These students shall be educated with the general student
3 population to the maximum extent appropriate and should be placed in separate or special classes only
4 when the severity of the disability is such that education in regular classes, even with the use of
5 supplementary aids and services, cannot be accomplished satisfactorily.¹

6 Eligibility standards and options of service for special education services shall be based upon the criteria
7 specified in state regulations.²

8 Students receiving special education services shall not be restrained except as permitted by state law and
9 regulations.^{3,4} The Director of Schools shall develop administrative procedures to govern the following:

- 10 1. Personnel authorized to use isolation and restraint;
- 11 2. Training requirements for personnel working with special education students; and
- 12 3. Incident reporting procedures.⁴
- 13
- 14

Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

Cross References

Special Education 4.202
Compulsory Attendance Ages 6.201
Alternative Education 6.319

Hickman County Board of Education

	Descriptor Term: Married and/or Pregnant Students	Descriptor Code: 6.501	Issued Date: 07/10/23
		Rescinds: 6.501	Issued: 05/03/21

1 Married students, pregnant students, and student-parents shall have the same educational opportunities—
2 curricular and extracurricular—as all other students.¹ They shall be expected to assume the same
3 responsibilities and abide by the same rules and regulations governing all students.²

4 These students shall be allowed to represent their school in all school activities. They shall further be
5 eligible for elected offices and for receiving school honors and awards.

6 Pregnant students must inform the guidance counselor and/or school principal once aware of being
7 pregnant in order that support services may be provided as needed. Upon verification by a physician that
8 the pregnancy has reached a stage where the health of the student will be impaired, health services will
9 be provided as for any other health-impaired student.

10 No student shall bring a dependent child to the school premises for the purpose of child care during
11 school hours.

Legal References

1. 20 U.S.C. § 1703
2. *State vs. Priest* 27 S. 2d 173 (1946); *In re Goodwin*, 39 S. 2d 731 (1949)

Cross References

Homebound Instruction 4.206

Hickman County Board of Education

Descriptor Term: Foreign Exchange Students	Descriptor Code: 6.502	Issued Date: 07/10/23
	Rescinds: 6.502	Issued: 05/03/21

1 Any foreign student is eligible for acceptance into the foreign exchange student program, provided
2 he/she is participating through any agency endorsed by the Council on Standards for International
3 Educational Travel and is sponsored by an individual or organization and has a J-1 visa.¹ Before approval
4 by the Board, the exchange program representative must make written application on behalf of the
5 student in the local school serving the host family by June 15 for the next academic year. No foreign
6 exchange student shall be brought into the United States by the sponsor unless he/she has been accepted
7 **in writing** as a student by the director of schools/designee of the school in which he/she is to be enrolled.
8 The school may accept the student after determining the following:

- 9 1. The student will have a sufficient command of the English language to enable them to participate
10 in the general curriculum;
- 11 2. Appropriate curriculum offerings can be provided for the student; and
- 12 3. An overcrowded situation will not be further aggravated.

13
14
15 Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student
16 visa, the following documentation:

- 17 1. Citizenship;
- 18 2. Birthdate;
- 19 3. Health/immigration records, appropriate Tennessee Immunization record: i.e. green card;
- 20 4. Custody (including phone number, name and address of person responsible for the student); and
- 21 5. School records, including a transcript of academics (in English).

22
23
24
25
26 Admission requirements and all other considerations and expectations shall be the same for foreign
27 students as for United States students. Students will be accepted only in grades 9-12. No more than two
28 (2) foreign students and no more than two of the same nationality shall be placed in one school.

29 Students must have had acceptable academic achievement in their native countries and must have been
30 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange
31 students must have an adequate command of the English language and be able to function without special
32 assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade
33 level.

1 Each school shall name a faculty member as a student representative to serve as a liaison between the
2 school and exchange program agency and as an adviser to exchange students. Contact person in Hickman
3 County will be a counselor at the high school where the student will be enrolled.

4 The sponsoring individual/organization shall provide evidence to the school that the student will receive
5 adequate financial support for the duration of his/her stay. Schools shall not hold fund-raising events to
6 pay expenses incurred by exchange students.

7 Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district
8 has temporary guardianship and the student lives in the home of that guardian. Exchange students on an
9 F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited
10 to secondary schools and attendance may not exceed twelve (12) months.²

11 The sponsoring organization shall abide by all regulations of the Council on Standards for International
12 Educational Travel, The State of Tennessee Department of Education, and the Hickman County Board
13 of Education. Failure to do so could result in the refusal to continue education program for the exchange
14 student in Hickman County.

15 The exchange student should be placed in the home of a host family which includes one or more students
16 attending the particular high school or a family which has close contact with the school.

17 No exchange student will be issued a diploma from Hickman County Schools. However, each student
18 will be allowed to participate in senior class activities for social interaction.

19 The area or state representative of the sponsoring organization will contact the high school counselor at
20 least once a month for updates on the student.

Legal References

1. 22 CFR § 62.25
2. Immigration and Nationality Act § 214
(3)(m)(1)

Cross References

School Admissions 6.203

Hickman County Board of Education

Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 07/10/23
	Rescinds: 6.503	Issued: 05/03/21

1 A homeless student shall have equal access to the same free, appropriate public education as provided
2 to other children and youths.¹

3 Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.²
4 Homeless students include:²

- 5 1. Students sharing the housing of other persons due to loss of housing, economic hardship, or
6 similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack
7 of alternative adequate accommodations; students living in emergency or transitional shelters; or
8 students abandoned in hospitals;
- 9 2. Students who have a primary nighttime residence that is a public or private place not designed
10 for or ordinarily used as a regular sleeping accommodations for human beings;
- 11 3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or
12 trains stations, or similar settings; and
- 13 4. Migratory students who are living in circumstances described above.

14 ENROLLMENT

15 Homeless students shall be immediately enrolled, even if the student is unable to produce records
16 normally required for enrollment (i.e. academic records, immunization records, health records, proof of
17 residency), or missed the district's application or enrollment deadlines.³ Parents/guardians are required
18 to submit contact information to the district's homeless coordinator.³

19 PLACEMENT

20 For the purposes of this policy, school of origin shall mean the school that the student attended when
21 permanently housed or the school in which the student was last enrolled, including a preschool/pre-k
22 program.⁹ School of origin shall also include the designated receiving school at the next grade level when
23 the student completes the final grade level served by the school of origin.⁴

24 Placement shall be determined based on the student's best interest.⁵ At all times, a strong presumption
25 that keeping the student in the school of origin is in the student's best interest shall be maintained, unless
26 doing so would be contrary to a request made by the student's parent/guardian or the student in the case
27 of an unaccompanied youth.⁶ When determining placement, student-centered factors, including but not
28 limited to impact of mobility on achievement, education, health, and safety shall be considered.⁶ The
29 choice regarding placement shall be made regardless of whether the student lives with their homeless
30 parents/guardians or has been temporarily placed elsewhere.⁷

31 If it is not in the student's best interest to attend the school of origin, or the school requested by the
32 parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written
33 explanation of the reasons for the determination, in a manner and form that is understandable to the

1 parent/guardian or unaccompanied youth.⁶ The written explanation shall include a statement regarding
2 the right to appeal the placement decision.⁶ If the placement decision is appealed, the district shall refer
3 the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the
4 dispute resolution process as expeditiously as possible and in accordance with the law.⁸ Upon notice of
5 an appeal, the director of schools shall immediately enroll the student in the school in which enrollment
6 was sought pending a final resolution of the dispute, including all available appeals.⁸

7 **RECORDS**

8 Records ordinarily kept by the school shall be maintained for all homeless students. Information
9 regarding a homeless student's living situation shall be treated as a student education record, and shall
10 not be considered directory information.⁹

11 **SERVICES¹⁰**

12 The director of schools shall ensure that each homeless student is provided services comparable to those
13 offered to other students within the district, including transportation, special education services,
14 programs in career and technical education (CTE), programs for gifted and talented students, and school
15 nutrition.

16 The director of schools shall designate a district homeless coordinator who shall ensure this policy is
17 implemented throughout the district. The homeless coordinator shall ensure:

- 18 1. Homeless students are quickly identified and have access to education and support services, to
19 include Head Start and district pre-k programs;
- 20 2. Coordination with local social service agencies and other entities providing services to homeless
21 students;
- 22 3. Coordinate transportation, transfer of records, and other interdistrict activities with other school
23 districts;
- 24 4. Coordinate transportation to the school or origin or choice for homeless students;
- 25 5. Refer homeless students and their families to health care services, dental services, mental health
26 and substance abuse services, and housing services;
- 27 6. Assist homeless students in obtaining immunizations, medical or immunization records, and any
28 additional assistance that may be needed;
- 29 7. Public notice of the educational rights of homeless students is disseminated in places frequented
30 by parents/guardians of homeless students, including schools, shelters, public libraries, and soup
31 kitchens; and
- 32 8. Unaccompanied youth are enrolled and informed of their status and independent students.

33 The director of schools shall develop procedures to ensure that homeless students are recognized
34 administratively and that the appropriate and available services are provided for these students. The
35 director shall ensure professional development is provided to school personnel providing services to
36 homeless students.

Legal References

1. 42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, § 721
2. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
3. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(G)
5. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)
6. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)
7. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(F)
8. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(E)
9. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(D)
10. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(4) - (6)

Cross References

Student Transportation 3.400
Parent and Family Engagement 4.502
Promotion and Retention 4.603
School Admissions 6.203
Student Assignments 6.205
Transfers Within the System 6.206
Migrant Students 6.504

LYLE · COOK · MARTIN

ARCHITECTS

Lyle Cook Martin Architects
Brad Martin
310 Franklin Street
Clarksville, TN 37040

September 4, 2025

Hickman County Schools
114 North Central Avenue, Suite 203
Centerville, TN 37033

Subject: Amendment to AIA Document B101-2017 for Hickman County Schools

Dear Mr. Mullins,

Lyle Cook Martin Architects requests that AIA Document B101-2017 between Lyle Cook Martin Architects and Hickman County Schools, dated January 9, 2025, be amended. In the document, Article 11 for Compensation notes that the Consumer Science Classroom Renovation shall be \$8,500.00. The correct amount should have been noted \$18,211.25 as proposed in the email to Joey Chilton dated July 19, 2024, for this portion of the contract. We ask that this document stand as an adjustment to this amount.

A former employee of Lyle Cook Martin Architects created this mathematical mistake. We certainly understand if this is not acceptable to the board. We appreciate your consideration of this amendment.

Best regards,



Brad Martin

If in agreement with this amendment adjustment, please sign and date:

Owner (Signature)

Printed Name and Title

Date

Hickman County Board of Education

	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 12/09/24
		Rescinds: 1.200	Issued: 09/19/23

- 1 At the third regular meeting in each fiscal year, the Board shall organize by electing a chairman¹ and a
2 vice chairman to serve one-year terms or until a successor is named. A chairman pro tem shall be
3 elected to preside during a meeting when neither the chairman or the vice chairman is present. In the
4 event that an officer's seat on the board is vacated, the board shall elect a successor to serve the
5 remainder of the officer's term. In the event of a run-off election for a district seat, board officers will
6 be elected at the first meeting after the election is certified. Each board officer shall be eligible for re-
7 election.
- 8 If no officer of the Board is serving at the third meeting date of the fiscal year, any member shall call
9 the meeting to order and preside until a chairman is elected as the first order of business.
- 10 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall
11 assume all responsibilities of the chairman until a new chairman is elected.

Legal References

1. [TCA 49-2-202\(c\)\(2\)](#)

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name yearbook CIS

Proposed fundraising activities: yearbook sales

Purposed Uses of funds raised yearbook

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

Method by which school will receive profit check

Requested by Rachel Smith teacher Date 8/28/25
Name/Title

Approved by [Signature] Date 8/28/25
Principal

Approved by John Mullins Date 9-2-25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Centerville Intermediate School Library

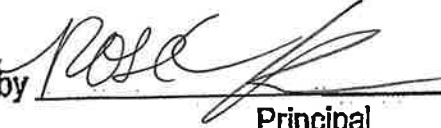
Proposed fundraising activities: Scholastic Book Fair
October 15-24 , March 2-6


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

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

Method by which school will receive profit Cash profit of 50%
of the total amount

Requested by Bethany Powers / Librarian Date 8/19/25
Name/Title

Approved by  Date 8/19/25
Principal

Approved by  Date 8-20-25
Director of Schools*

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Fundraiser
Proposed fundraising activities: Back to School Bash/Coner
Aug 21 Ice
Proposed Uses of funds raised

Rewards and classroom supplies

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

Method by which school will receive profit Sale of concessions

Requested by James Lawson Date 8/8/25
Name/Title

Approved by [Signature] Date 8/8/25
Principal

Approved by [Signature] Date 8-14-25
Director of Schools*

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Fundraiser

Proposed fundraising activities: Boo Bash Oct 24/11cane Ice

Purposed Uses of funds raised

Rewards and classroom supplies

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

school-wide-(after school)

Method by which school will receive profit Sale of concessions

Haunted house ticket sales

Requested by 
Name/Title

Date 8/8/25

Approved by 
Principal

Date 8/8/25

Approved by 
Director of Schools*

Date 8-14-25

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Fundraiser

Proposed fundraising activities: Walk the Sawg
Oct 3

Purposed Uses of funds raised

Rewards - Outdoor improvements

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

School-wide (after school)

Method by which school will receive profit sale of concessions

Requested by David Lawton
Name/Title

Date 8/8/25

Approved by Rose
Principal

Date 8/8/25

Approved by John Mullin
Director of Schools*

Date 8.14.25

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

PROPOSED FUNDRAISING ACTIVITIES

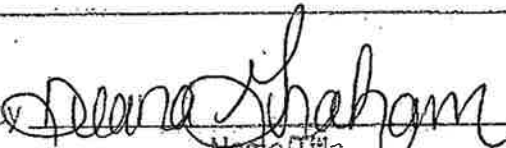
Fund/account name _____

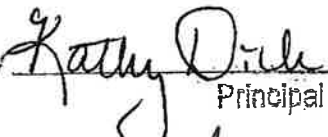
Proposed fundraising activities: Eagle Strut - Students
will walk laps for donations collected.


Purposed Uses of funds raised
PBIS Supplies, School supplies, ELA
and math materials to increase scores

Expected student involvement (school-wide or specific school organization) School-Wide
Students will collect donations,

Method by which school will receive profit Donations

Requested by  Date 8-6-2025
Name/Title

Approved by  Date 8-6-25
Principal

Approved by  Date 8-14-25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHIS Library

Proposed fundraising activities: Fall and Spring
Book Fairs & School Store

Purposed Uses of funds raised
Updating the Library's Collection,
Library rewards, etc.

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

N/A

Method by which school will receive profit Book Fair and
School Store sales

Requested by Dereek Hale Date 08/05/2025
Name/Title

Approved by Kathy Dick Date 8-5-25
Principal

Approved by John Muller Date 8-5-25
Director of Schools*

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Pictures

Proposed fundraising activities: Fall and Spring pictures

Purposed Uses of funds raised
build general fund

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

³ % of picture sales will go towards school

Method by which school will receive profit % of sales

Requested by Kathy Dick
Name/Title

Date 8-15-25

Approved by Kathy Dick
Principal

Date 8-5-25

Approved by John Mullins
Director of Schools*

Date 8-5-25

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CTE

Proposed fundraising activities: Yearbook sales

Purposed Uses of funds raised
purchase materials for the CTE Classroom

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

School-wide (those that wish to purchase)

Method by which school will receive profit Currency

Requested by Muel Deke Date 8-28-25
Name/Title

Approved by Anna S. Higgins Date 8-28-25
Principal

Approved by John Mullins Date 8-29-25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Sell Concessions during
Reward times throughout the school year

Purposed Uses of funds raised
Support student & teacher rewards
throughout the year.

Expected student involvement (school-wide or specific school organization) _____
School-wide (those that wish to participate)

Method by which school will receive profit Currency

Requested by Zach Bentley/AP Date 8-28-25
Name/Title

Approved by Lina S. Shugart Date 8-28-25
Principal

Approved by John Mullins Date 8-28-25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Homecoming F&shirt

Purposed Uses of funds raised Teacher Appreciation
& Homecoming Expenses

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

Method by which school will receive profit Cash/check

Requested by Shelley Hoover ^{STACO} Advisory Date 8/27/25
Name/Title

Approved by [Signature] Date 8-27-25
Principal

Approved by [Signature] Date 8-28-25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Boys Basketball

Proposed fundraising activities: Requesting donations from families, friends, and

Businesses

Purposed Uses of funds raised Shooting shirts, basketballs, backpacks

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

Basketball team

Method by which school will receive profit Cash and checks

Requested by Mason Floyd/ Boys Basketball Coach Date 8/11/2025
Name/Title

Approved by  Date 8-11-25
Principal

Approved by  Date 8-11-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Boys Basketball

Proposed fundraising activities: Opening an online store for fan and team

Apparel where a small fee will be added to final price to raise money.

Purposed Uses of funds raised Shooting shirts, basketballs, backpacks


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

Basketball team

Method by which school will receive profit Direct Deposit or check from BSN

Requested by Mason Floyd/ Boys Basketball Coach Date 8/11/2025
Name/Title

Approved by  Date 8-11-25
Principal

Approved by  Date 8-11-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Soccer

Proposed fundraising activities: Cash Sponsorships from local businesses

Purposed Uses of funds raised

uniforms + equipment

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

phone/drop-in inquiries

Method by which school will receive profit 100%

Requested by Mike Cook / Coach Date 8/1/25
Name/Title

Approved by Jina S. Shupp Date 8-11-25
Principal

Approved by John Mullins Date 8.14.25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Band MS + Band HS

Proposed fundraising activities: Old Fashion Candy Company
Students will sell boxes of candy + snacks

Purposed Uses of funds raised to cover their band fee

\$75 MS, \$150 Marching/HS - funds instrument
repairs + materials

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

Middle School + High School - around 60 students

Method by which school will receive profit Students will turn

money in to band director, then it will be put
into the band account. Pre-purchase by school
is necessary

Requested by Alex Thomas / band teacher Date 08.07.25
Name/Title

Approved by  Date 8-8-25
Principal

Approved by  Date 8/14/25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Beta Club

Proposed fundraising activities: snow cone sells during all middle school football games

Purposed Uses of funds raised to raise funds for convention

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

school wide

Method by which school will receive profit currency

Requested by Kimi Tolly Sponsor Date 8-11-25
Name/Title

Approved by Jana S. Higgins Date 8-11-25
Principal

Approved by John Muller Date 8-11-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Football

Proposed fundraising activities: T-Shirt Sale

Purposed Uses of funds raised Team meals, transportation to games,
equipment

Expected student involvement (school-wide or specific school organization) _____
Football players will sell shirts

Method by which school will receive profit cash or check

Requested by Ben Green / Head Coach Date 8-1-25
Name/Title

Approved by  Date 8-4-25
Principal

Approved by  Date 8-4-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cross Country

Proposed fundraising activities: donation spots

Purposed Uses of funds raised supplies/equipment/fees

Expected student involvement (school-wide or specific school organization) students will sell donation spots

Method by which school will receive profit cash/check

Requested by Kimberly Clark Coach Date 2025 July 31
Name/Title

Approved by [Signature] Date 8-1-25
Principal

Approved by [Signature] Date 8-4-25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS GOLF

Proposed Fundraising Activities: Golf Ball Drop

Proposed Uses of Funds Raised: Golf Supplies and Entry Fees

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

Golf Team

Method by which school will receive profit: Cash/Check

Requested by (Name/Title):

Purs Dine / PE - Head Golf

Date: 8-5-28

Approved by (Principal):

Jana White

Date: 8-5-25

Approved by
(Director of Schools):

John Mullins

Date: 8-20-25

Golf Fundraiser - Golf Ball Drop

Golfers will sell golf balls. If the purchaser would like to be eligible for a door prize, they may place their ball into a bucket to be dropped from height (mechanism to be determined) during half-time at a football game. There will be a golf flag on the field. Closest balls to the flag will win a door prize. Prizes will be donated by local businesses. Golfers will pick up balls after drop.

John Mullins
8-21-25

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Boys basketball

Proposed Fundraising Activities: Jr eagle play dates (4)
Oct 25, Nov 8, Nov 22, + Dec 13

Proposed Uses of Funds Raised: team equipment + meals

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

boys basketball

Method by which school will receive profit: Cash from gates + concession
chairs for teams attending

Requested by (Name/Title): Justin Walton/coach Date: 8/20/25

Approved by (Principal): Jana White Date: 8-20-25

Approved by (Director of Schools): John Mullins Date: 8-20-25

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Boys Basketball

Proposed Fundraising Activities: New Year Classic

Proposed Uses of Funds Raised: team equipment & uniforms

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

boys basketball team

Method by which school will receive profit: concessions & gate

Requested by (Name/Title): Justin Walton Date: 8/4/25

Approved by (Principal): Jana Willis Date: 8-4-25

Approved by (Director of Schools): John Mullin Date: 8-4-25

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Boys Basketball

Proposed Fundraising Activities: Banner Donations

Proposed Uses of Funds Raised: pre game meals & team gear throughout season

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

Method by which school will receive profit: donations throughout the community

Requested by (Name/Title): Justin Waiter Date: 8/7/25

Approved by (Principal): [Signature] Date: 8-4-25

Approved by (Director of Schools): [Signature] Date: 8-4-25

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: General

Proposed Fundraising Activities: Kona Ice

Proposed Uses of Funds Raised: Rewards for students

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

Method by which school will receive profit: Check

Requested by (Name/Title): Kristin Dunn Date: _____

Approved by (Principal): Jana Willis Date: 8-6-25

Approved by (Director of Schools): John Mullins Date: 8-6-25

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS GOLF

Proposed Fundraising Activities: Golf Ball Drop

Proposed Uses of Funds Raised: Golf Supplies and Entry Fees

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

Golf Team

Method by which school will receive profit: Cash/Check

Requested by (Name/Title):

Paw Dhar / PE - Head Golf

Date:

8-5-25

Approved by (Principal):

Jana Wilks

Date:

8-5-25

Approved by
(Director of Schools):

John Mullins

Date:

8-5-25

Golf Fundraiser - Golf Ball Drop

Golfers will sell golf balls. If the purchaser would like to be eligible for a door prize, they may place their ball into a bucket to be dropped from height (mechanism to be determined) during half-time at a football game. There will be a golf flag on the field. Closest balls to the flag will win a door prize. Prizes will be donated by local businesses. Golfers will pick up balls after drop.

gm
8-5-25

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Family and Consumer Sciences

Account Number: 830

Proposed fundraising activities: National Banana Pudding Festival

Purposed Uses of funds raised: Pay for equipment and materials needed for the classroom and lab.
Establish a fund to provide knife kits to students who attend a community college or university for
culinary arts or baking and pastry.

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

Students will make banana pudding for the banana pudding festival.

Students will scoop banana pudding at the festival for festival goers.

Method by which school will receive profit: Check from NBPF

Requested by: Charlotte Boehms

8/28/2025

Cayle Wood
Name/Title
Principal

Date

Approved by:

John Mullins
Director of Schools*

Date

9-2-25

Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name FACS

Account Number 820

Proposed fundraising activities: Collect money for Chef Coats for Culinary

Purposed Uses of funds raised: Pay for Chef Coats

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

None

Method by which school will receive profit: Cash or check from student

Requested by: Charlotte Boehms

8/28/2025

Name/Title

Date

Approved by:

Carol Mounts JGN

Principal

Date

Approved by:

John Mallins

Director of Schools*

9-2-25

Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name FCCLA

Account Number 832

Proposed fundraising activities: Membership Dues, Cords, Titans Field Trip

Purposed Uses of funds raised: Pay for membership dues, cords, Titans Field Trip

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

FCCLA members will pay for their own membership dues, cords, field trip fee, and chef coats.

Method by which school will receive profit: Cash or check from students

Requested by: Charlotte Boehms

Name/Title

8/28/2025

Date

Approved by:

Principal

Date

Approved by:

Director of Schools*

Date

9-2-25

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name

Prom

Account Number

826

Proposed fundraising activities:

Prom Sponsorships

Purposed Uses of funds raised:

Prom production expenses

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

Sale of Sponsorships
by Yearbook Students

Method by which school will receive profit:

Cash and checks from
Community Sponsors

Requested by:

Jennie Presson Prom Sponsor

Name/Title

8/15/25

Date

Acknowledge by:

JFW
Bookkeeper

8/19/25

Date

Approved by:

Cayle Mouth
Principal

8/19/25

Date

Approved by:

John Mullins
Director of Schools*

8-21-25

Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name

Class of 2027

Account Number

703

Proposed fundraising activities:

Selling of Junior Class t-shirts

Purposed Uses of funds raised:

Class activities/expenses

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

Student purchase of class t-shirt

Method by which school will receive profit:

purchase price - cost = profit

\$15 \$9 = \$6

Requested by:

Crystal Wilson / Class of 2027 Sponsor

Name/Title

8-15-25

Date

Acknowledge by:

[Signature]

Bookkeeper

8-15-25

Date

Approved by:

[Signature]

Principal

8-15-25

Date

Approved by:

[Signature]

Director of Schools*

8-15-25

Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2027

Account Number 703

Proposed fundraising activities: Selling of pom-poms at
football games

Purposed Uses of funds raised: class activities/expenses

Expected Student involvement (school-wide or specific school organization): Selling pom-poms

Method by which school will receive profit: purchase price \$2 = \$2 profit
per unit sold (pom-poms - cost donated)

Requested by: Crystal Nelson Class of 2027 Sponsor 8-15-25
Name/Title Date

Acknowledge by: [Signature] 8-15-25
Bookkeeper Date

Approved by: Caryl Moulton 8-15-25
Principal Date

Approved by: John Mullins 8-15-25
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Yearbook

Account Number 812

Proposed fundraising activities: Sale of yearbooks

Purposed Uses of funds raised: funding yearbook production

Expected Student involvement (school-wide or specific school organization): students create and sell yearbooks

Method by which school will receive profit: Payments through online website, Cash + checks paid in person

Requested by: Jennie Presson / yearbook 8/15/25
Name/Title Sponsor Date

Acknowledge by: [Signature] 8/15/25
Bookkeeper Date

Approved by: [Signature] 8/15/25
Principal Date

Approved by: [Signature] 8-15-25
Director of Schools* Date

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



SCHOOL SUPPORT ORGANIZATIONS PROPOSED FUNDRAISING ACTIVITIES

(Pursuant to Section 49-2-604, TCA,

To be submitted prior to scheduling any fundraising activity.)

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

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

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

ORGANIZATION: EH Southern Cheer Booster

DATE OF PROPOSED FUNDRAISING 2025-2026 school year

PROPOSED FUNDRAISING ACTIVITY: sell silicone "We Bleed Blue" bracelets

PROPOSED USES OF FUNDS RAISED: build fund to assist with future needs of team

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

REQUESTED BY Christin Brown DATE 08/08/2025 *ggw*

Signature/Title

REVIEWED BY [Signature] DATE 8/8/25

School Principal/Designee

APPROVED BY [Signature] DATE 8-14-25

Director of Schools/Designee



SCHOOL SUPPORT ORGANIZATIONS PROPOSED FUNDRAISING ACTIVITIES

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

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

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

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

ORGANIZATION: EH Southern Cheer booster

DATE OF PROPOSED FUNDRAISING * need approval to finalize date please Saturday in September - ~~October~~ October

PROPOSED FUNDRAISING ACTIVITY: yard sale

PROPOSED USES OF FUNDS RAISED: future competition fees and banner supplies for team.

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER: to be hosted off site not in school property.

REQUESTED BY Christin Brown President DATE 8/6/2025 *ggn*

REVIEWED BY Caylea Maxwell / DB DATE 8/7/2025
Signature Title
School Principal/Designee

APPROVED BY John Mullin DATE 8/14/25
Director of Schools/Designee



SCHOOL SUPPORT ORGANIZATIONS PROPOSED FUNDRAISING ACTIVITIES

(Pursuant to Section 49-2-604, TCA,

To be submitted prior to scheduling any fundraising activity.)

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

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

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

ORGANIZATION: EH Southern Cheer Booster

DATE OF PROPOSED FUNDRAISING A Saturday in September 2025

PROPOSED FUNDRAISING ACTIVITY: Car wash

PROPOSED USES OF FUNDS RAISED: future competition fees and needs of cheer squad, transportation, supplies, @

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

Not on school property

REQUESTED BY Christi Brown President DATE 8/16/2025 ^{ggw}

REVIEWED BY Carol Mount DATE 8/7/25
School Principal/Designee

APPROVED BY Jm DATE 8-14-25
Director of Schools/Designee

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America 0315

Account Number: 831

Proposed Fundraising Activities: Southern Heritage Meat Stick Sales

Proposed Uses of Funds Raised :

Monies earned from the sale of Southern Heritage Meat Sticks will be used to fund FFA competitions and activities.

Expected Student Involvement (School-wide or Specific School Organization):

All students will be able to purchase meat sticks through EHHS FFA

Method by which school will receive profit:

Meat Sticks will have a retail cost of one (\$1:00) dollar with a wholesale price of 0.67 cents.

Requested By (Name and Title):

Myles Keogh Williams, EHHS Ag

Date: 8/5/2025

Approved By (Principal):

Cayle Monteith

Date:

8/7/25

Approved By (Director of Schools):

JM

Date:

8-14-25

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

Revised 4/20/19

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name: #616 - Boys' Cross Country

Account Number: #616

Proposed fundraising activities: DONATIONS ~~FROM AUG 1ST~~ ~~MAY~~ FROM 8/1/25 - 5/31/26

Purposed Uses of funds raised: SEE LIST

Expected Student involvement (school-wide or specific school organization): TRACK & CC TEAMS & COMMUNITY

Method by which school will receive profit: CASH OR CHECK COLLECTION

Requested by: CHRIS SMITH / CROSS COUNTRY TRACK COACH 8/11/25
[Signature] Name/Title Date

Acknowledge by: [Signature] 8/11/25
Bookkeeper Date

Approved by: Megan Mann 8-12-25
Principal Date

Approved by: John Muller 8-14-25
Director of Schools* Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Boys Cross Country


Account Number 616

Proposed fundraising activities: ANNUAL SMART CARD SALES

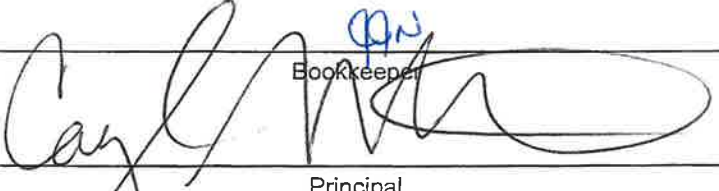
Purposed Uses of funds raised: SEE LIST

Expected Student involvement (school-wide or specific school organization): XC TEAM

Method by which school will receive profit: WE COLLECT CASH & CHECKS THEN SEND
A CHECK TO INNOVATIVE FUNDING FOR THEIR PORTION

Requested by: CARIS SMITH / XC COACH

Name/Title

8/11/25
Date

Acknowledge by: 
Bookkeeper

8/11/25
Date

Approved by: 
Principal

8/11/25
Date

Approved by: 
Director of Schools*

8.11.25
Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Boys XC

Account Number 616

Proposed fundraising activities: COLLECT PARKING FEE'S AT HOME MEETS
AUG. 1, 2025 - MAY 31, 2026. CURRENT HOME MEETS ARE 8/25/25,
8/28/25, & 9/23/25 DATES COULD CHANGE
OR BE ADDED.

Purposed Uses of funds raised: SEE LIST

Expected Student involvement (school-wide or specific school organization): XC TEAM

Method by which school will receive profit: COLLECT CASH

Requested by: CARIS SMITH [Signature] / XC COACH 8/11/25
Name/Title Date

Acknowledge by: [Signature] 8/11/25
Bookkeeper Date

Approved by: [Signature] 8-12-25
Principal Date

Approved by: [Signature] 8-14-25
Director of Schools* Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Boys XC

Account Number 616

Proposed fundraising activities: SELL CONCESSIONS AT HOME MEETS
8/1/25 - 5/31/26 CURRENT HOME MEETS 8/25/25, 8/28/25, & 9/23/25
DATES COULD CHANGE OR BE ADDED.

Purposed Uses of funds raised: SEE LIST

Expected Student involvement (school-wide or specific school organization): XC TEAM

Method by which school will receive profit: COLLECT CASH

Requested by: CITRIS SMITH / XC COACH
[Signature]
Name/Title

8/11/25
Date

Acknowledge by: *[Signature]*
Bookkeeper

8/11/25
Date

Approved by: *[Signature]*
Principal

8-12-25
Date

Approved by: *[Signature]*
Director of Schools*

8-11-25
Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2029

Account Number 701

Proposed fundraising activities: Sell freshman shirts

Purposed Uses of funds raised: prom, PBIS awards/prizes,
homecoming supplies, graduation and
pre-graduation activity supplies

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

Method by which school will receive profit: cash, card

Requested by: *M. Laird*
Name/Title

7/8/25
Date

Acknowledge by: *JAN*
Bookkeeper

7/14/25
Date

Approved by: *Carol Moore*
Principal

7/14/25
Date

Approved by: *John Muller*
Director of Schools*

8-14-25
Date

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SCHOOL SUPPORT ORGANIZATIONS PROPOSED FUNDRAISING ACTIVITIES

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

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

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

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

ORGANIZATION: East Hickman Marching Eagles 2025
DATE OF PROPOSED FUNDRAISING: every weekend from Aug - May 2025
PROPOSED FUNDRAISING ACTIVITY: bake sale @ Beacon Light

PROPOSED USES OF FUNDS RAISED: supporting band by fixing or buying new equipment

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:
we have obtained permission from Beacon Light

REQUESTED BY: Shari Staggall - Treasurer DATE: 7/9/25

REVIEWED BY: [Signature] DATE: 7/22/25
School Principal/Designee

APPROVED BY: [Signature] DATE: 8-6-25
Director of Schools/Designee



SCHOOL SUPPORT ORGANIZATIONS PROPOSED FUNDRAISING ACTIVITIES

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

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

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

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

ORGANIZATION: East Hickman Marching Eagles

DATE OF PROPOSED FUNDRAISING: 7/26/25

PROPOSED FUNDRAISING ACTIVITY: Support of band by car wash at Slymm's BBQ

PROPOSED USES OF FUNDS RAISED: Support band, pay for camps

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

REQUESTED BY [Signature] Treasurer DATE 7/09/25

VIEWED BY [Signature] DATE 7/22/25

APPROVED BY John Mullins DATE 8-6-25
Director of Schools/Designee

Once approved please reply all, I will be out of country the next 2 weeks

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2026 - Seniors

Account Number 704

Proposed fundraising activities: Home game stadium clean-up
after the game

Purposed Uses of funds raised: Senior class trip

Expected Student involvement (school-wide or specific school organization): Any senior/parent
willing to stay and help.

Method by which school will receive profit: Football will pay \$300.00
for each homegame for a total of \$1500.00

Requested by: Tracy Poth / Senior class sponsor/teacher 8/5/25
Name/Title Date

Acknowledge by: JGN 8/5/25
Bookkeeper Date

Approved by: Cayle M... 8/6/25
Principal Date

Approved by: John Mullins 8-6-25
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2026 / Graduation fund

Account Number ~~722~~ 822

Proposed fundraising activities: Raise money for graduation
with ticket sale for 10th Annual LipSync Battle

Purposed Uses of funds raised: graduation fund

Expected Student involvement (school-wide or specific school organization): Community event
\$ 5⁰⁰ tickets ; day time 2.00 tickets -
Concession sales - 100% profit

Method by which school will receive profit: ticket sales and concessions

Requested by: Tracy Poth/class sponsor/ teacher 8/5/25
Name/Title Date

Acknowledge by: [Signature] 8/5/25
Bookkeeper Date

Approved by: [Signature] 8/6/25
Principal Date

Approved by: [Signature] 8-6-25
Director of Schools* Date

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

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America 0315

Account Number: 831

Proposed Fundraising Activities: FFA Football Tailgate

Proposed Uses of Funds Raised :

Monies earned from donations to FFA as we cook and tailgate before home football games will be used to fund and promote FFA Activities and Competitions.

Expected Student Involvement (School-wide or Specific School Organization):

Students will promote community building, celebrate, and support the EHHS football team at every home game.

Method by which school will receive profit:

Food will be prepared for students and members of the community. A donation jar will be placed for anyone who wishes to donate to EHHS FFA.

Requested By (Name and Title):

Myles Keogh Williams, EHHS Ag

Date: 8/5/2025

ggw

Approved By (Principal):

Carol Monte

Date:

8/6/25

Approved By (Director of Schools):

John Mullins

Date:

8/6/25

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Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America 0315

Account Number: 831

Proposed Fundraising Activities: Spring Plant Sale

Proposed Uses of Funds Raised :

Monies earned from the Spring Plant Sale will be used to fund and promote FFA Activities and Competitions.

Expected Student Involvement (School-wide or Specific School Organization):

Agriculture and FFA Students will sell tomatoes, ferns, wandering jews, mixed flower baskets, marigolds, and peppers to the Hickman County Community.

Method by which school will receive profit:

The sale of plants grown in the EHHS Greenhouse.

Requested By (Name and Title):

Myles Keogh Williams, EHHS Ag

Date: 8/5/2025

ggw

Approved By (Principal):

Cayle Mouton

Date:

8/6/25

Approved By (Director of Schools):

John Mullins

Date:

8/6/25

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Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America 0315

Account Number: 831

Proposed Fundraising Activities: Fall T-shirt Sale

Proposed Uses of Funds Raised :

Monies earned from the sale of T-Shirts through Barefoot Customs will be used to fund and promote FFA Activities and Competitions.

Expected Student Involvement (School-wide or Specific School Organization):

Students will promote the sale of T-shirts through Barefoot Customs to support EHHS FFA.

Method by which school will receive profit:

From the sale of t-shirts to the school community and the community at large.

Requested By (Name and Title):

Myles Keogh Williams, EHHS Ag

Date: 8/5/2025

Approved By (Principal):

Date:

8/6/25

Approved By (Director of Schools):

Date:

8-6-25

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

Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America 0315

Account Number: 831

Proposed Fundraising Activities: Fall Fruit Sale

Proposed Uses of Funds Raised :

Monies earned from the sale of Fruits through Christian Kropf will be used to fund and promote FFA Activities and Competitions.

Expected Student Involvement (School-wide or Specific School Organization):

Students will promote the sale of fruits from Christian Kropf to support EHHS FFA.

Method by which school will receive profit:

From the sale of Fruits to the school community and the community at large.

Requested By (Name and Title):

Myles Keogh Williams, EHHS Ag **Date:** 8/5/2025

Approved By (Principal): Cayle Moults Date: 8/6/25 *ggw*

Approved By (Director of Schools): John Mullins Date: 8-6-25

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Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America 0315

Account Number: 831

Proposed Fundraising Activities: Fall Meat Sale

Proposed Uses of Funds Raised :

Monies gained from the sale of Meats from Southern Heritage will be used to fund and promote FFA Activities and Competitions.

Expected Student Involvement (School-wide or Specific School Organization):

Students will promote the sale of Southern Heritage Meats to support EHHS FFA.

Method by which school will receive profit:

From the sale of Meats to the school community and the community at large.

Requested By (Name and Title):

Myles Keogh Williams, EHHS Ag

Date: 8/5/2025 *ggd*

Approved By (Principal):

Cayle Moulton

Date:

8/6/25

Approved By (Director of Schools):

John Mullins

Date:

8/6/25

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Revised 4/20/19

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name class of 2026

Account Number 704

Proposed fundraising activities: Senior t-shirt sale

Purposed Uses of funds raised: Senior trip- End of year
plagues

Expected Student involvement (school-wide or specific school organization): Open for any
senior / parent / teacher

Method by which school will receive profit: short sleeve - 15⁰⁰, long sleeve 20.00
hoodie 30.00 - 5.00; 6.00; 7.00 profit.

Requested by: Tracy Poth/Senior class Sponsor/teacher 8/5/25
Name/Title Date

Acknowledge by: [Signature] 8/5/25
Bookkeeper Date

Approved by: [Signature] 8/6/25
Principal Date

Approved by: [Signature] 8-6-25
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 26, 27, 28, 29

Account Number 704, 703, 702, 701

Proposed fundraising activities: Calendar fund RAiser - see ~~attached~~ attached
example

Purposed Uses of funds raised: Graduation / senior trip

Expected Student involvement (school-wide or specific school organization): Entire student body

Method by which school will receive profit: donations on a calendar for
Month of October.

Requested by: Tracy Poth / class sponsor / teacher 8/5/25
Name/Title Date

Acknowledge by: [Signature] 8/5/25
Bookkeeper Date

Approved by: [Signature] 8/6/25
Principal Date

Approved by: [Signature] 8-6-25
Director of Schools* Date

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

Class of 2026 Calendar Fundraiser

I, _____, agree to participate in the 2026 Calendar Fundraiser during the

Student's name neatly printed

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

I, _____, grant my child, _____, permission to

Neatly print parent/guardian's name

Neatly print child's name

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

YES, I ACCEPT FULL RESPONSIBILITY THAT FUNDS

NEATLY PRINT PARENT/GUARDIAN'S NAME

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

PLEASE SIGN BELOW

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

Parent's signature

Date

Parents and students, this fundraiser, if successful, will earn the class of 2026 enough money to pay for graduation, end of year plaques and we will have funds to help pay for a nice senior trip. 20 participants would net \$9,300.00 with VERY little effort. Let's DO this !!!!

tracy.poth@hickmank12.org 670-1366 Ext. 8 106

Neatly print donors first and last name and contact number on the date they select.

Amount donated should match date- Example 4th = 4.00 donation

Oct ³¹ April 1- 30th Return calendar and money by May 3, 2025

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

Example

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Cheer/1000

Account Number _____

Proposed fundraising activities: 1 Selling mums

Purposed Uses of funds raised: Competitions & ~~bus~~ bus. fee

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

Method by which school will receive profit: Cash or check

Requested by: Lore Over 8-1-25
Name/Title Date

Acknowledge by: ggw 8-1-25
Bookkeeper Date

Approved by: Megyn Morgan 8-4-25
Principal Date

Approved by: John Muller 8-5-25
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name East Hickman High School Baseball

Account Number 608

Proposed fundraising activities: Selling bags of Texas Roadhouse peanuts
(including free appetizer coupon) to friends, family, fans, and community peers.

Purposed Uses of funds raised: Purchase a new uniform, upgrade baseball facilities,
and utilize some funds for the potential use of acquiring a new
scoreboard.

Expected Student involvement (school-wide or specific school organization): Baseball players communicating
to peers both within our school building and community the purpose
and usage of this fundraiser for our program.

Method by which school will receive profit: Cash/check

Requested by: Colton Hunt/Teacher/Coach
Name/Title

7/31/25
Date

Acknowledge by: JAN
Bookkeeper

8/4/25
Date

Approved by: Megan Myer
Principal

8-4-25
Date

Approved by: John Mullins
Director of Schools*

8-5-25
Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name CDC

Account Number 824

Proposed fundraising activities: Selling plate lunch to teachers monthly

Purposed Uses of funds raised: class expenses /rewards

Expected Student involvement (school-wide or specific school organization): ELC classroom

Method by which school will receive profit: cash, check or credit card

Requested by: Sheryl Robinson ELC Teacher
Name/Title

8-4-25
Date

Acknowledge by: ggw
Bookkeeper

8/4/25
Date

Approved by: Meghan Meyer
Principal

8.4.25
Date

Approved by: John Mullins
Director of Schools*

8-4-25
Date

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FUNDRAISER AUTHORIZATION FORM

School HCHS

Fund/club/class account Science Department

Expected timeframe of fundraiser August 2025 - May 2026

Proposed fundraising activities Skippy Mixes flavored water between classes & during recess - Zero caloric, no aspartame

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

Proposed uses of funds raised* Lab equipment & supplies for all science classes

Expected student involvement (school-wide or specific school organization)
Science club members & Science Teachers

Method by which school will receive profit Cash

Requested by [Signature] Teacher
Name/Title Date 8-28-25

Approved by Roby Emmons
Principal Date 8-28-25

Approved by John Mullins
Director of Schools** Date 8-29-25

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

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

SSO

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Hickman Co. Scarlet Regiment sponsors

Proposed fundraising activities: Volunteering to work the
Banana Pudding Festival Oct 4-5, 2025

Purposed Uses of funds raised
Everyday functions of HCMS & HCHS
band.

Expected student involvement (school-wide or specific school organization) _____
HCMS and HCHS Band Students

Method by which school will receive profit Check from the Banana
Pudding Festival

Requested by Susan E. Hinson / President Date 8-15-2025
Name/Title

Approved by Rob Emoyer Date 8-15-25
Principal

Approved by John Mullin Date 8-15-25
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Class of 2028 + Class of 2029

Proposed fundraising activities: Homecoming Semi Formal Dance
September 18, 2025

Purposed Uses of funds raised

after all expenses are paid, the remainder of funds
will be split between the 9th + 10th grade classes
to be used in the future for graduation/Senior Trip.

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

Schoolwide

Method by which school will receive profit Students will purchase
tickets, money will be deposited.

Requested by Tabby Plunkett CoLead c/o 2028
Ben Bentley - CoLead c/o 2029 Date 8/7/25
Name/Title

Approved by Roby Emons Date 8-7-25
Principal

Approved by John Muller Date 8-7-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Class of 2028 - (HCHS Sophomores)

Proposed fundraising activities: selling class shirts for Homecoming

Purposed Uses of funds raised Class expenses as needed and for graduation expenses/class trip in 2028

Expected student involvement (school-wide or specific school organization) Sophomore class and any community member who wants to purchase a shirt.

Method by which school will receive profit The class will keep profit from sale of the shirts.

Requested by Tabby Plumett-Colead sponsor Date 8/6/25
Name/Title

Approved by Roby Emerson Date 8-6-25
Principal

Approved by John Muller Date 8/3-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Band MS + Band HS

Proposed fundraising activities: Old Fashion Candy Company
Students will sell boxes of candy + snacks


Purposed Uses of funds raised to cover their band fee
\$75 MS, \$150 Marching/HS - funds instrument
repairs + materials

Expected student involvement (school-wide or specific school organization) _____
Middle School + High School - around 60 students

Method by which school will receive profit Students will turn
money in to band director, then it will be put
into the band account. Pre-purchase by school
is necessary

Requested by Alex Thomas / band teacher Date 08.07.25
Name/Title

Approved by  Date 8-8-25
Principal

Approved by  Date 8-13-25
Director of Schools*

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DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033



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

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

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

JANE HERRON
PO Box 13, Nunnally, TN 37137

~~School Support Organization~~
Request For Fundraising Activities

Organization Class of 2028 and 2029

Proposed Fundraising Activity Worlds Finest Chocolate (Chocolate Bar Sales)

Date(s) 8/11 - 9/30 (August 11th - September 30th)

Location(s) HCHS and Community

Requested By Ben Bentley & Tabby Plunkett 7-31-25
President/Chair of Organization Date

Recommended By Ruby Emerson 8-1-25
Principal Date

Approved John Mullins 8-4-25
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****



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~~School Support Organization~~
Request For Fundraising Activities

Organization HCHS Junior Class - c/o 2027

Proposed Fundraising Activity Opt-out fundraiser

Date(s) asap- would love to attach info to packets

Location(s) HCHS + ~~at~~ home (see attached)

Requested By Talitha Beard
President/Chair of Organization

7/24/25
Date

Recommended By Robyn Emerson
Principal

7-30-25
Date

Approved John Mullins
Director of Schools or Designee

8-4-25
Date

Not Approved _____
Director of Schools or Designee

Date

**** A signed copy will be mailed to the organization and forwarded to the school****

Dear Students, Parents, and Guardians,

Let's be honest—traditional fundraisers can be overwhelming. Selling vinyl decals, pom-poms, or the ever-popular chocolate bars just doesn't spark joy for most of us. (We still have plenty of decals and pom-poms if anyone would like to purchase some, by the way! 😊) And let's not even mention the awkward sales pitches or forgotten deliveries.

This year, we're going to try keeping it simple and stress-free with an alternative we think you might appreciate:

The “Opt-Out” Fundraiser

No selling. No deliveries. No begging. Just giving.

We are inviting you to support the Junior Class by making a direct donation to help cover important expenses, including Homecoming decorations and activities, graduation expenses, and our Senior trip.

Our fundraising goal is \$4,000, and, with your help, we believe we can get there — without asking our students to sell anything. We welcome, and truly appreciate, ANY amount—whether it's \$10, \$25, \$50, or more. Every dollar makes a difference, and 100% of your donation goes directly to benefit your student's class.

Special Bonus: Families who contribute \$150 or more will:

- Be completely exempt from fundraising sales this school year (if we do not reach our goal)
- Automatically receive a FREE Class Shirt for their student for Homecoming

How to Donate: Send cash or check (payable to HCHS % 2027) to Talitha Beard. Your student will receive a receipt.

Let's work together to give our students a memorable and well-supported school year—without the hassle of traditional fundraising.

With sincere appreciation,
Talitha Beard, and your other Junior Class Sponsors
Hickman County High School

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Beta Club / Senior Class

Proposed fundraising activities: Donuts! - Kraspy Krone

Purposed Uses of funds raised Beta Club - convention

Senior class - graduation/senior trip

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

School-wide

Method by which school will receive profit Donuts

Requested by K. Carter
Name/Title

Date 7/30/25

Approved by Robin Emerson
Principal

Date 7-30-25

Approved by John Mullins
Director of Schools*

Date 8-4-25

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