

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

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
Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

DOUG LANE
2059 Lake Dr., Centerville, TN 37033

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

JANE HERRON
PO Box 13, Nunnely, TN 37137

REGULAR BOARD MEETING
Monday, February 3, 2025 6:30 PM
Central Office - Room 203

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 February 3, 2025

VI. Regular Meeting Minutes for December 9, 2024

VII. Special Recognition

A. Employee of the Month - January 2025

B. Employee of the Month - February 2025

C. Athletic Recognition

1. EHMS Girls Cross Country

D. HCHS JROTC Precision Air Rifle

VIII. Consent Agenda Items

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report

F. OPEB Quarterly Report

IX. Information

A. Raptor Update

X. Items Requiring Board Action

A. Trip Request

1. HCHS JROTC

- 2. EHHS FFA
- 3. HCHS FFA
- B. Approve MOU - Opioid Funding for Behavioral Health
- C. Approve MOU - Opioid Funding for Prevention Now
- D. Approve ISM Architect Contract
- E. Approve Distance Learning & Telemedicine Grants
- F. Approve Purchase of 1 - 77 Passenger School Bus
- G. Budget Amendments
- H. Board Policies
 - 1. Revised Board Policies 4.600, 4.603, 5.118 (1st Reading)
 - 2. Revised Board Policy 5.116 (2nd Reading)
 - 3. Board Policies Review 5.200--5.305
- XI. Discussion
 - A. Proposed/Draft Policy 3.218.2
- XII. Announcements
 - A. Regular Board Meeting for March 3, 2025
 - B. Propose date/time for Board Retreat
 - C. An updated Board photo will be taken after the meeting is adjourned.
- XIII. Closing Comments
 - A. Legislative Representatives
 - B. Board Chair, Board Members, Student Representatives and Director of Schools
- XIV. Adjourn

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

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

- I. Call to Order
- II. Public Comment
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign-up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Agenda for February 3, 2025
- VI. Regular Meeting Minutes for December 9, 2024
- VII. Special Recognition
 - A. Employee of the Month – January 2025—Sherri Baker
 - B. Employee of the Month – February 2025—Tim Hobbs
 - C. Athletic Recognition
 1. EHMS Girls Cross Country—Pippa Taylor
 - D. HCHS JROTC Precision Air Rifle—Jane Herron
- VIII. Consent Agenda Items
 - A. Board Chair's Report
 1. Chair's Countersigned Warrants
 - B. Director's Report
 - C. Financial Report
 - D. ESSER Updates
 - E. Director's Monthly Attendance Report
 - F. OPEB Quarterly Report
- IX. Information
 - A. Raptor Update—Becky Malugin, Safety Coordinator
- X. Items Requiring Board Action
 - A. Trip Request
 1. HCHS JROTC—Instructor and Cadets
 2. EHHS FFA—Advisor and Students
 3. HCHS FFA—Advisor and Students
 - B. Approve MOU - Opioid Funding for Behavioral Health—Olivia Felts, Behavioral Health
 - C. Approve MOU - Opioid Funding for Prevention Now—Kara Hobbs, Coordinated School Health
 - D. Approve ISM Architect Contract—ESSER Manager
 - E. Approve Distance Learning & Telemedicine Grants—Barbara Brooks, Academic Tech. Specialist
 - F. Approve Purchase of 1 – 77 Passenger School Bus—Transportation Director
 - G. Budget Amendments—Business Officer

- H. Board Policies
 - 1. Revised Board Policy 4.600, 4.603, 5.118 (1st Reading)—Misty Shelton
 - 2. Revised Board Policy 5.116 (2nd Reading)—Misty Shelton
 - 3. Board Policy Review 5.200—5.305 —Misty Shelton
- XI. Discussion
 - A. Proposed/Draft Policy 3.218.2—Director of Schools
- XII. Announcements
 - A. Regular Board Meeting for February 3, 2025—Board Chair
 - B. Propose date/time for Board Retreat
 - C. An updated Board photo will be taken after the meeting is adjourned
- XIII. Closing Comments
 - A. Legislative Representatives
 - B. Board Chair, Board Members, Student Representatives and Director of Schools
- XIV. Adjourn

**HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---December 9, 2024**

The Hickman county Board of Education met on December 9, 2024, at 6:30 PM in Central Office - Room 203.

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

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 December 9, 2024

XF. Approve to Amend Hard to Staff Pay Scale addition.

Motion made by Sherri Baker.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

Motion to approve the the December 9, 2024 agenda.

Motion made by Christy Mays.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VI. Regular Meeting Minutes for November 4, 2024

Motion to approve the the Regular Meeting Minutes for November 4, 2024.

Motion made by Tabitha Cude.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---December 9, 2024

Motion seconded by Sherri Baker.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

VII. Special Recognition

A. Appreciation Award

B. Employee of the Month

VIII. Presentation

Proposing that the CTE students (carpentry/art teachers) create the tribute in order to honor those that served our country in Hickman County. The superintendent will make contact after speaking to the teachers/principals.

IX. Consent Agenda Items

Motion to approve the consent agenda.

Motion made by Sherri Baker.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report

F. Family Resource Centers Mid-Year Reports

X. Items Requiring Board Action

A. Trip Request

1. EHHS Senior Class

**HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---December 9, 2024**

Motion to approve the EHHS Senior Class trip to Hollywood by bus on 5/15/25 in Santa Claus, Indiana. 48 students have signed up for this trip. This is a senior day trip. Students have completed fundraising.

Motion made by Jane Herron.

Motion seconded by Doug Lane.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

2. EHHS FCCLA

EHHS FCCLA have 4 trips. Sullivan University, Feb 6,7; Cooking Contest, Huntsville, AL; JR Chef Competition, Antioch; FCCLA State Competition.

Motion to approve the trip.

Motion made by Doug Lane.

Motion seconded by Christy Mays.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

B. Budget Amendments

Motion to approve the Budget amendments listed in 17 (tracking expenditures in general fund), 18 (ISM in general fund), 19 (budgeting these fund \$2100 in CTE Perkins Grant), 20 (ATSI had a placeholder budget and it has now been reversed out).

Motion made by Tabitha Cude.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---December 9, 2024

C. Board Policies

1. Revised Board Policy 5.116 (1st Reading)

Motion to approve Revised Board Policy 5.116 (1st Reading).

Motion made by Sherri Baker.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

2. Revised Board Policy 1.200 (2nd Reading)

Motion to approve Revised Board Policy 1.200 (2nd Reading).

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

3. Board Policies Review 1.806, 5.111--5.119

1.806 page 2, line 7 there are changes recommended - this will be pulled for 1st reading until it is sent to interested parties from the board. This has been sent to TSBA and no concern was stated from TSBA

Motion to approve Board Policies Review 5.111--5.119.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

Pull 1.806 from this review.

Motion made by Sherri Baker.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---December 9, 2024

Motion seconded by Doug Lane.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

D. Approve Audit Contract for FY 2024-2025

Motion to Approve Audit Contract for FY 2024-2025.

Motion made by Jane Herron.

Motion seconded by Sherri Baker.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

E. Approve Revised Discipline Hearing Authority 2024-2025

2 Additions:

Dr. Ashley Totty, Special Programs

Kristin Dunn, EHMS

Motion to Approve Revised Discipline Hearing Authority 2024-2025.

Motion made by Sherri Baker.

Motion seconded by Doug Lane.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

XI. Discussion of Proposed/Draft Policy 3.218.2

Hobbs, Herron, Mays completed research in terms of Policy 3.218.2. Franklin Special School District. 8 Schools, 8 Dogs. They began with one dog. The school district owns the dogs and the district is responsible for all the dogs. The dogs have a handler and the dogs go home with the handler at night. It takes 1.5 years to train a dog. The handler and back up handler

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---December 9, 2024

attend training as well. FSSD does not have a policy. The Director of Schools maintains this program.

The HC director reached out to the attorney and the attorney stated that districts don't have policies. Director Mullins will call Director Snowden about cost and other details. Expedite the guidelines and process, perhaps starting with 1 dog on each side of the county.

XII. Announcements

A. Regular Board Meeting for January 13, 2025

It would be good for the Board to get together for some work sessions in the new year. Plan on January 13th to schedule some dates for these work sessions. Strategic plan needs to be looked at as well.

XIII. Closing Comments

A. Legislative Representatives

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

XIV. Adjourn

Motion to adjourn the meeting.

Motion made by Christy Mays.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tim Hobbs: Absent

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 6, Nay: 0, Absent: 1

Information from Coach Amy Matney –

The East Hickman Middle School girls cross country team ran and had three young ladies earn medals at the TMSAA State Championship race on October 5th.

These girls placed 2nd, 3rd, and 5th in the state.

As a team, they placed 5th in the state.

These young ladies are not only exceptional athletes, they are good humans and top academic students.

Evane Tidwell - 2nd place

Cassidy Barnhill - 3rd place

Dakota Grover - 5th place



Hickman County Schools Board Agenda Item Request

Date: 1/6/2025

Name of School: HCHS

Item Request: Recognize Precision Air Rifle Team

Explanation:

The JROTC Precision Air Rifle Team placed
1st place in the JROTC Air Rifle State Championship.

Cadet Charles Riley is the #1 precision shooter
in the state and #1 male shooter.

Cadet Emma Brashers is the #1 female shooter in the
state and the #2 shooter in the state.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

James C. Riley First Sergeant

Signature of Building Principal:

Lobyn Emerson

John Mullins

1-8-25

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>
43000399	Juracich, Kimberly D.	8604	12/05/2024	143- -11140	\$37.15
43000400	Gordon Food Service, Inc.	2488	12/05/2024	143- -11140	\$121,918.03
43000401	Matrix Mechanical Solutions, LLC	7974	12/05/2024	143- -11140	\$3,480.04
43000402	Murfreesboro Pure Milk Co, Inc.	7552	12/05/2024	143- -11140	\$1,896.80
43000403	Optimus Pest Solutions	47	12/05/2024	143- -11140	\$240.00
43000404	Pepsi Cola	6726	12/05/2024	143- -11140	\$1,789.83
43000405	Prairie Farms Dairy	18	12/05/2024	143- -11140	\$16,350.92
43000406	Rj Young Company	4691	12/05/2024	143- -11140	\$331.37
43000407	DuCharme, Sharon	8603	12/05/2024	143- -11140	\$37.15
43000408	Town Of Centerville	5315	12/05/2024	143- -11140	\$128.38
143 Total:					\$146,209.67
Bank Total:					\$146,209.67
Bank Payment Count:					10

Date/Time: 12/5/2024 11:09 AM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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<u>Bank Name</u>		<u>Bank Number</u>					
Federal		142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>	
42000616	Rj Young Company	4691	12/05/2024	142-010-11140		\$250.00	
142-010 Total:						\$250.00	
42000610	Amazon	727	12/05/2024	142-101-11140		\$402.16	
42000616	Rj Young Company	4691	12/05/2024	142-101-11140		\$186.41	
142-101 Total:						\$588.57	
42000610	Amazon	727	12/05/2024	142-801-11140		\$835.09	
42000611	American Assoc. of Family & Consumer Science	8233	12/05/2024	142-801-11140		\$600.00	
42000612	Apple, Inc.	774	12/05/2024	142-801-11140		\$958.00	
42000614	National Restaurant Association Solutions LLC	6331	12/05/2024	142-801-11140		\$759.82	
142-801 Total:						\$3,152.91	
42000615	NCS Pearson Inc.	4359	12/05/2024	142-901-11140		\$121.40	
142-901 Total:						\$121.40	
42000613	Hickman Co Board Of Ed.	2734	12/05/2024	142-933-11140		\$3,008.00	
142-933 Total:						\$3,008.00	
Bank Total:						\$7,120.88	
Bank Payment Count:							7

Bank Name		Bank Number					Amount
General Purpose		141					
Payment Number	Vendor Name	Vendor ID	Payment Date	Cash Account			
41002173	Huffines, James A.	7826	12/05/2024	141-	-11140	\$3,210.20	
41002174	Amazon	727	12/05/2024	141-	-11140	\$4,374.38	
41002175	Bates, Michelle	889	12/05/2024	141-	-11140	\$308.20	
41002176	Bennett & DeCamp PLLC	8071	12/05/2024	141-	-11140	\$473.00	
41002177	Bluegrass Computer Systems, LLC	1030	12/05/2024	141-	-11140	\$2,508.00	
41002178	Bon Aqua Lyles Utility Distric	851	12/05/2024	141-	-11140	\$8,229.31	
41002179	Cross, Emily	1744	12/05/2024	141-	-11140	\$117.92	
41002180	Duley, L.C.S.W., Joe	1814	12/05/2024	141-	-11140	\$2,177.50	
41002181	ENA Services, LLC	2141	12/05/2024	141-	-11140	\$591.00	
41002182	Estes, Kimberly	8197	12/05/2024	141-	-11140	\$917.20	
41002183	Everon FKA ADT Commercial	7196	12/05/2024	141-	-11140	\$6,652.80	
41002184	Fisher, Jonathan Alan	2351	12/05/2024	141-	-11140	\$1,834.40	
41002185	Four Seasons Outdoors & Sports	2334	12/05/2024	141-	-11140	\$2,400.00	
41002186	Furkins, Andrea	7830	12/05/2024	141-	-11140	\$917.20	
41002187	Gordon, Wendell	2484	12/05/2024	141-	-11140	\$5,961.80	
41002188	Green, Ben	2652	12/05/2024	141-	-11140	\$2,751.60	
41002189	Hickman Co Solid Waste Man.	2746	12/05/2024	141-	-11140	\$60.00	
41002190	Hobbs, Tucker	3046	12/05/2024	141-	-11140	\$802.55	
41002191	Horner, Maya T.	6824	12/05/2024	141-	-11140	\$4,586.00	
41002192	King, David	3442	12/05/2024	141-	-11140	\$1,834.40	
41002193	Lumen/Centurylink	4577	12/05/2024	141-	-11140	\$291.92	
41002194	Wilson, Bret M.	8602	12/05/2024	141-	-11140	\$687.90	
41002195	Matrix Mechanical Solutions, LLC	7974	12/05/2024	141-	-11140	\$20,120.19	
41002196	Meriwether Lewis Electric Coop.	3694	12/05/2024	141-	-11140	\$39,885.37	
41002197	Nihoff, Heather	7548	12/05/2024	141-	-11140	\$2,293.00	
41002198	Optimus Pest Solutions	47	12/05/2024	141-	-11140	\$750.00	
41002199	Owens, Lora	8196	12/05/2024	141-	-11140	\$917.20	
41002200	Quality Tire & Service, LLC	7433	12/05/2024	141-	-11140	\$1,997.20	
41002201	Quill, LLC	4574	12/05/2024	141-	-11140	\$118.72	
41002202	Republic Service, LLC #840	4739	12/05/2024	141-	-11140	\$2,950.92	
41002203	Rietveid, Stephanie	993	12/05/2024	141-	-11140	\$1,500.00	
41002204	Rj Young Company	4691	12/05/2024	141-	-11140	\$4,318.83	
41002205	Roman A/V, LLC.	7045	12/05/2024	141-	-11140	\$15,757.00	
41002206	Barnhill, Samantha	8601	12/05/2024	141-	-11140	\$1,146.50	
41002207	Skyward Accounting Dept	5111	12/05/2024	141-	-11140	\$8,331.96	
41002208	Smith, Kelvin J. II	5270	12/05/2024	141-	-11140	\$1,605.10	
41002209	Soliant Health, LLC	8569	12/05/2024	141-	-11140	\$855.75	
41002210	Tanner, Jennifer	7235	12/05/2024	141-	-11140	\$1,834.40	
41002211	Town Of Centerville	5315	12/05/2024	141-	-11140	\$1,290.39	
41002212	United Rentals, Inc.	5767	12/05/2024	141-	-11140	\$3,633.32	
41002213	Walmart	5868	12/05/2024	141-	-11140	\$68.49	
41002214	Water Authority Of Dickson Co.	5874	12/05/2024	141-	-11140	\$5,604.03	
41002215	Whitaker, Wesley	7554	12/05/2024	141-	-11140	\$343.04	

Date/Time: 12/5/2024 12:12 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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41002216	Bishop, William	8494	12/05/2024	141-	-11140		\$2,751.60
						141 Total:	\$169,760.29
						Bank Total:	\$169,760.29
						Bank Payment Count:	44

Date/Time: 11/26/2024 8:17 AM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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<u>Bank Name</u>	<u>Bank Number</u>
Federal	142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000609	County Of Hickman Misc Acct	1633	11/26/2024	142-901-11140	\$167.48
142-901 Total:					\$167.48
Bank Total:					\$167.48
Bank Payment Count:					1

Date/Time: 11/25/2024 8:40 AM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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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>
43000398	Volco	5841	11/25/2024	143- -11140	\$1,228.60
143 Total:					\$1,228.60
Bank Total:					\$1,228.60
Bank Payment Count:					1

Date/Time: 11/26/2024 8:12 AM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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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>
41002171	County Of Hickman Misc Acct	1633	11/26/2024	141- -11140	\$58,140.69
41002172	Hickman Co Trustee	2722	11/26/2024	141- -11140	\$1,714.90
141 Total:					\$59,855.59
Bank Total:					\$59,855.59
Bank Payment Count:					2

Date/Time: 12/9/2024 12:32 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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<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>		
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-010-11140		\$385.38
42000619	Mayberry, Kimberly D.	4108	12/09/2024	142-010-11140		\$186.92
142-010 Total:						\$572.30
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-101-11140		\$2,535.84
142-101 Total:						\$2,535.84
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-170-11140		\$352.87
142-170 Total:						\$352.87
42000617	Amazon	727	12/09/2024	142-201-11140		\$2,996.32
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-201-11140		\$290.03
142-201 Total:						\$3,286.35
42000618	County Of Hickman Misc Acct	1633	12/09/2024	142-901-11140		\$963.37
42000620	Wilson, Anita	7954	12/09/2024	142-901-11140		\$1,072.00
142-901 Total:						\$2,035.37
42000621	Worthington Direct Holdings, Inc.	6043	12/09/2024	142-933-11140		\$51,297.79
142-933 Total:						\$51,297.79
Bank Total:						\$60,080.52
Bank Payment Count:						5

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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>	
43000409	AT & T	7542	12/09/2024	143-	-11140	\$169.91	
43000410	County Of Hickman Misc Acct	1633	12/09/2024	143-	-11140	\$9,793.05	
						143 Total:	
						\$9,962.96	
						Bank Total:	
						\$9,962.96	
						Bank Payment Count:	
						2	

<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>	
41002217	Southern Rock Restaurant, LLC	7603	12/09/2024	141- -11140		\$140.58	
						141 Total:	\$140.58
						Bank Total:	\$140.58
						Bank Payment Count:	1

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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>
41002251	Soll's Refrigeration & Appliance Service, Inc.	5239	12/10/2024	141- -11140	\$1,499.99

141 Total:	\$1,499.99
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Bank Total:	\$1,499.99
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Bank Payment Count:	1
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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>
41002252	King, Evan	8631	12/11/2024	141- -11140		\$3,210.20
141 Total:						\$3,210.20
Bank Total:						\$3,210.20
Bank Payment Count:						1

<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>
43000411	Burns, Sharon	1057	12/12/2024	143- -11140	\$247.90
43000412	Prince Hardware, LLC	4321	12/12/2024	143- -11140	\$295.47
43000413	Smith, Travis	8636	12/12/2024	143- -11140	\$426.83
43000414	Volco	5841	12/12/2024	143- -11140	\$2,586.12
143 Total:					\$3,556.32
Bank Total:					\$3,556.32
Bank Payment Count:					4

Bank Name		Bank Number				
Federal		142				
Payment Number	Vendor Name	Vendor ID	Payment Date	Cash Account	Amount	
42000623	American Fidelity Assurance Co	636	12/12/2024	142-010-11140	\$145.14	
42000626	Dean, Elaine	6225	12/12/2024	142-010-11140	\$142.84	
42000627	Hickman Co Trustee	2722	12/12/2024	142-010-11140	\$103.40	
142-010 Total:					\$391.38	
42000623	American Fidelity Assurance Co	636	12/12/2024	142-101-11140	\$857.62	
42000627	Hickman Co Trustee	2722	12/12/2024	142-101-11140	\$973.73	
42000628	Moby Max, LLC	4041	12/12/2024	142-101-11140	\$4,495.00	
142-101 Total:					\$6,326.35	
42000627	Hickman Co Trustee	2722	12/12/2024	142-170-11140	\$39.50	
142-170 Total:					\$39.50	
42000623	American Fidelity Assurance Co	636	12/12/2024	142-201-11140	\$118.80	
42000624	Bennett & DeCamp PLLC	8071	12/12/2024	142-201-11140	\$2,910.06	
42000627	Hickman Co Trustee	2722	12/12/2024	142-201-11140	\$103.40	
42000631	Tennessee School Resource Officer Assoc.	8571	12/12/2024	142-201-11140	\$225.00	
142-201 Total:					\$3,357.26	
42000623	American Fidelity Assurance Co	636	12/12/2024	142-801-11140	\$29.88	
42000625	Carolina Biological Supply Co.	1330	12/12/2024	142-801-11140	\$177.42	
42000627	Hickman Co Trustee	2722	12/12/2024	142-801-11140	\$39.50	
42000629	Paxton Patterson	8235	12/12/2024	142-801-11140	\$440.20	
142-801 Total:					\$687.00	
42000622	American Fidelity Assurance	637	12/12/2024	142-901-11140	\$150.00	
42000623	American Fidelity Assurance Co	636	12/12/2024	142-901-11140	\$1,133.57	
42000627	Hickman Co Trustee	2722	12/12/2024	142-901-11140	\$1,253.50	
42000630	Postmaster	4334	12/12/2024	142-901-11140	\$465.00	
142-901 Total:					\$3,002.07	
42000632	Trane U.S. Inc	5383	12/12/2024	142-933-11140	\$48,101.70	
142-933 Total:					\$48,101.70	
Bank Total:					\$61,905.26	
Bank Payment Count:					11	

Bank Name		Bank Number						
General Purpose		141						
Payment Number	Vendor Name	Vendor ID	Payment Date	Cash Account		Amount		
41002253	Reed, Alexis	8633	12/12/2024	141-	-11140	\$1,375.80		
41002254	Amazon	727	12/12/2024	141-	-11140	\$5,211.62		
41002255	American Fidelity Administrative Services, LLC	802	12/12/2024	141-	-11140	\$555.90		
41002256	American Fidelity Assurance	637	12/12/2024	141-	-11140	\$13,792.35		
41002257	American Fidelity Assurance Co	636	12/12/2024	141-	-11140	\$76,193.94		
41002258	American Fidelity Assurance Co	652	12/12/2024	141-	-11140	\$7,087.40		
41002259	AT & T	7542	12/12/2024	141-	-11140	\$989.05		
41002260	Bruhn & Bruhn Fire Protection, Inc.	885	12/12/2024	141-	-11140	\$880.00		
41002261	County Of Hickman Misc Acct	1633	12/12/2024	141-	-11140	\$7,864.58		
41002262	Hickman Co Trustee	2722	12/12/2024	141-	-11140	\$244,173.68		
41002263	Jenkins, Michelle OTR/L	7423	12/12/2024	141-	-11140	\$72.36		
41002264	Bailey, Louie	8452	12/12/2024	141-	-11140	\$1,375.80		
41002265	Main Street Emporium	7541	12/12/2024	141-	-11140	\$54.75		
41002266	Rochelle, Mason	8637	12/12/2024	141-	-11140	\$397.50		
41002267	Sparks, Matthew	8634	12/12/2024	141-	-11140	\$3,210.20		
41002268	Monica Ogles PT	7756	12/12/2024	141-	-11140	\$2,837.20		
41002269	Montgomery, Mike	3932	12/12/2024	141-	-11140	\$240.90		
41002270	Prince Hardware, LLC	4321	12/12/2024	141-	-11140	\$699.52		
41002271	Quill, LLC	4574	12/12/2024	141-	-11140	\$388.66		
41002272	Rivers, Tracy L	4644	12/12/2024	141-	-11140	\$80.40		
41002273	Soliant Health, LLC	8569	12/12/2024	141-	-11140	\$2,075.75		
41002274	Southern Rock Restaurants	8175	12/12/2024	141-	-11140	\$240.00		
41002275	State Of Tn Dept Of Labor	4824	12/12/2024	141-	-11140	\$180.00		
41002276	Stellar Therapy Services, LLC	8260	12/12/2024	141-	-11140	\$3,202.50		
41002277	The King's Daughter's School	7928	12/12/2024	141-	-11140	\$5,000.00		
41002278	Overby, Tia	8632	12/12/2024	141-	-11140	\$687.90		
41002279	UPS	8274	12/12/2024	141-	-11140	\$108.75		
41002280	Verizon Wireless	5823	12/12/2024	141-	-11140	\$68.04		
41002281	Visa	8268	12/12/2024	141-	-11140	\$38.88		
141 Total:						\$379,083.43		
Bank Total:						\$379,083.43		
Bank Payment Count:						29		

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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>
43000415	American Fidelity Assurance Co	636	12/18/2024	143- -11140	\$1,131.53
43000416	Ameritas Life Insurance Corp.	7442	12/18/2024	143- -11140	\$64.62
43000417	AT & T	7542	12/18/2024	143- -11140	\$50.85
43000418	Beam Insurance Administrators LLC	7435	12/18/2024	143- -11140	\$311.51
43000419	Hickman Co Trustee	2722	12/18/2024	143- -11140	\$1,408.89
43000420	Hickman County Trustee	2937	12/18/2024	143- -11140	\$17,739.68
43000421	Rj Young Company	4691	12/18/2024	143- -11140	\$994.11
43000422	Tennessee Farmers Life Insurance	5297	12/18/2024	143- -11140	\$25.00
143 Total:					\$21,726.19
Bank Total:					\$21,726.19
Bank Payment Count:					8

Bank Name		Bank Number				
Federal		142				
Payment Number	Vendor Name	Vendor ID	Payment Date	Cash Account	Amount	
42000645	Hickman County Trustee	2937	12/18/2024	142-010-11140	\$3,192.02	
42000646	Rj Young Company	4691	12/18/2024	142-010-11140	\$750.00	
142-010 Total:					\$3,942.02	
42000645	Hickman County Trustee	2937	12/18/2024	142-101-11140	\$11,884.52	
42000646	Rj Young Company	4691	12/18/2024	142-101-11140	\$559.23	
142-101 Total:					\$12,443.75	
42000645	Hickman County Trustee	2937	12/18/2024	142-170-11140	\$1,843.40	
142-170 Total:					\$1,843.40	
42000645	Hickman County Trustee	2937	12/18/2024	142-201-11140	\$3,328.87	
142-201 Total:					\$3,328.87	
42000645	Hickman County Trustee	2937	12/18/2024	142-401-11140	\$1,581.04	
142-401 Total:					\$1,581.04	
42000645	Hickman County Trustee	2937	12/18/2024	142-601-11140	\$861.67	
142-601 Total:					\$861.67	
42000645	Hickman County Trustee	2937	12/18/2024	142-801-11140	\$262.96	
142-801 Total:					\$262.96	
42000644	Chapter 13 Trustee	1265	12/18/2024	142-901-11140	\$180.00	
42000645	Hickman County Trustee	2937	12/18/2024	142-901-11140	\$11,975.65	
42000647	Tennessee Farmers Life Insurance	5297	12/18/2024	142-901-11140	\$30.00	
142-901 Total:					\$12,185.65	
42000645	Hickman County Trustee	2937	12/18/2024	142-911-11140	\$257.66	
142-911 Total:					\$257.66	
42000648	Trane U.S. Inc	5383	12/18/2024	142-933-11140	\$6,657.28	
142-933 Total:					\$6,657.28	
Bank Total:					\$43,364.30	
Bank Payment Count:					5	

<u>Bank Name</u>		<u>Bank Number</u>				
Federal		142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42000638	Thomasson, Julia	192	12/18/2024	142-010-11140	\$182.24	
142-010 Total:					\$182.24	
42000633	Brooks, Barbara	8644	12/18/2024	142-401-11140	\$888.64	
42000635	Graham, Deana	8642	12/18/2024	142-401-11140	\$345.22	
42000636	Hale, Dereck	8596	12/18/2024	142-401-11140	\$345.22	
42000637	James, Mindy	7042	12/18/2024	142-401-11140	\$678.72	
42000639	Tidwell, Marissa K.	8500	12/18/2024	142-401-11140	\$1,039.17	
42000640	Odom, Elizabeth M.	7671	12/18/2024	142-401-11140	\$971.34	
42000641	Plunkett, Tabby	4554	12/18/2024	142-401-11140	\$133.50	
42000642	Rogers, Brooke L.	7339	12/18/2024	142-401-11140	\$828.04	
42000643	Wilson, Penny	5944	12/18/2024	142-401-11140	\$717.27	
142-401 Total:					\$5,947.12	
42000634	Byrdseed, LLC	6854	12/18/2024	142-901-11140	\$119.00	
142-901 Total:					\$119.00	
Bank Total:					\$6,248.36	
Bank Payment Count:					11	

Bank Name		Bank Number				
General Purpose		141				
Payment Number	Vendor Name	Vendor ID	Payment Date	Cash Account	Amount	
41002310	Avril, Virginia Diane	741	12/18/2024	141- -11140	\$491.44	
41002311	Berry, Wanda	874	12/18/2024	141- -11140	\$1,254.12	
41002312	Bowen, Linda	1126	12/18/2024	141- -11140	\$1,254.12	
41002313	Bowins, Donzella	1186	12/18/2024	141- -11140	\$388.53	
41002314	Bridges, Karen Ford	1008	12/18/2024	141- -11140	\$1,254.12	
41002315	Cannon, Elizabeth Bowen	6526	12/18/2024	141- -11140	\$1,254.12	
41002316	Choate, Anthony	1737	12/18/2024	141- -11140	\$388.53	
41002317	Choate, Janie	1313	12/18/2024	141- -11140	\$491.44	
41002318	Coleman, Eric	1629	12/18/2024	141- -11140	\$491.44	
41002319	Copley, James	1271	12/18/2024	141- -11140	\$1,254.12	
41002320	Dotson, Susan	1963	12/18/2024	141- -11140	\$1,254.12	
41002321	Durham, Brendlyn	2073	12/18/2024	141- -11140	\$388.53	
41002322	Flowers, John David	214	12/18/2024	141- -11140	\$463.53	
41002323	Gilmer, Carol	2679	12/18/2024	141- -11140	\$491.44	
41002324	Halbrooks, Vickey	3120	12/18/2024	141- -11140	\$491.44	
41002325	Hickman Co Trustee	2722	12/18/2024	141- -11140	\$780.00	
41002326	Hickman County Trustee	2937	12/18/2024	141- -11140	\$397,696.73	
41002327	Lawson, Barbara	8198	12/18/2024	141- -11140	\$1,254.12	
41002328	Leathers, Nancy C.	382	12/18/2024	141- -11140	\$1,254.12	
41002329	Mathis, Judy	3683	12/18/2024	141- -11140	\$1,254.12	
41002330	Mcclellan, Peggy	4097	12/18/2024	141- -11140	\$491.44	
41002331	Mcfarlin, Brenda	3969	12/18/2024	141- -11140	\$1,254.12	
41002332	Metropolitan Life	3677	12/18/2024	141- -11140	\$120.00	
41002333	Nash, Jerry	4129	12/18/2024	141- -11140	\$1,254.12	
41002334	Nash, Marilyn	4223	12/18/2024	141- -11140	\$1,254.12	
41002335	Orton, Myra Marie	4289	12/18/2024	141- -11140	\$388.53	
41002336	Qualls, Don	4571	12/18/2024	141- -11140	\$1,254.12	
41002337	Rj Young Company	4691	12/18/2024	141- -11140	\$12,546.85	
41002338	Sewell, Gary	4826	12/18/2024	141- -11140	\$1,254.12	
41002339	Shelton, Linda	4853	12/18/2024	141- -11140	\$1,254.12	
41002340	Smith, Darlon	4907	12/18/2024	141- -11140	\$1,254.12	
41002341	Tennessee Farmers Life Insurance	5297	12/18/2024	141- -11140	\$750.00	
41002342	Victory, Carol Ann	5842	12/18/2024	141- -11140	\$1,254.12	
141 Total:					\$438,179.91	
Bank Total:					\$438,179.91	
Bank Payment Count:					33	

<u>Bank Name</u>		<u>Bank Number</u>					
Federal		142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>	
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-170-11140		\$37.00	
142-170 Total:						\$37.00	
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-401-11140		\$250.00	
142-401 Total:						\$250.00	
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-601-11140		\$50.00	
142-601 Total:						\$50.00	
42000650	Hickman Co Board Of Ed.	2734	12/23/2024	142-801-11140		\$4,991.75	
142-801 Total:						\$4,991.75	
42000649	County Of Hickman Misc Acct	1633	12/23/2024	142-901-11140		\$167.48	
142-901 Total:						\$167.48	
42000650	Hickman Co Board Of Ed.	2734	12/23/2024	142-933-11140		\$205,566.58	
142-933 Total:						\$205,566.58	
Bank Total:						\$211,062.81	
Bank Payment Count:							2

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Bank Name

Bank Number

General Purpose

141

Payment Number

Vendor Name

Vendor ID

Payment Date

Cash Account

Amount

41002346 County Of Hickman Misc Acct

1633

12/23/2024

141- -11140

\$55,307.52

41002347 Hickman Co Trustee

2722

12/23/2024

141- -11140

\$1,714.90

141 Total:

\$57,022.42

Bank Total:

\$57,022.42

Bank Payment Count:

2

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Bank Name

Bank Number

Cafeteria

143

Payment Number

Vendor Name

Vendor ID

Payment Date Cash Account

Amount

43000423

County Of Hickman Misc Acct

1633

01/06/2025

143- -11140

\$9,851.88

143 Total:

\$9,851.88

Bank Total:

\$9,851.88

Bank Payment Count:

1

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<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>			
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-010-11140			\$385.38
					142-010 Total:		\$385.38
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-101-11140			\$2,535.84
					142-101 Total:		\$2,535.84
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-170-11140			\$455.37
					142-170 Total:		\$455.37
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-201-11140			\$690.03
					142-201 Total:		\$690.03
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-401-11140			\$400.00
					142-401 Total:		\$400.00
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-601-11140			\$250.00
					142-601 Total:		\$250.00
42000651	County Of Hickman Misc Acct	1633	01/06/2025	142-901-11140			\$1,088.37
					142-901 Total:		\$1,088.37
					Bank Total:		\$5,804.99
					Bank Payment Count:		1

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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>
41002348	County Of Hickman Misc Acct	1633	01/06/2025	141- -11140	\$190,987.32
41002349	Rochelle, Mason	8637	01/06/2025	141- -11140	\$58.22
141 Total:					\$191,045.54
Bank Total:					\$191,045.54
Bank Payment Count:					2

Bank Name	Bank Number				
General Purpose	141				
Payment Number	Vendor Name	Vendor ID	Payment Date	Cash Account	Amount
41002350	Amazon	727	01/08/2025	141- -11140	\$293.99
41002351	American Fidelity Administrative Services, LLC	802	01/08/2025	141- -11140	\$1,111.80
41002352	AT & T	7542	01/08/2025	141- -11140	\$376.28
41002353	Beard, Marla D.	159	01/08/2025	141- -11140	\$50.92
41002354	Bennett & DeCamp PLLC	8071	01/08/2025	141- -11140	\$494.50
41002355	Bon Aqua Lyles Utility Distric	851	01/08/2025	141- -11140	\$4,453.60
41002356	Brewer Chemicals & Equip, LLC	861	01/08/2025	141- -11140	\$420.00
41002357	Brewer, Robert G.	7665	01/08/2025	141- -11140	\$300.16
41002358	Cashier's Office	1736	01/08/2025	141- -11140	\$1,540.00
41002359	David's Body Shop	1760	01/08/2025	141- -11140	\$16,907.03
41002360	Ed's Supply, Inc.	2103	01/08/2025	141- -11140	\$987.70
41002361	ENA Services, LLC	2141	01/08/2025	141- -11140	\$2,373.71
41002362	Evans, Meghan	987	01/08/2025	141- -11140	\$187.60
41002363	Everon FKA ADT Commercial	7196	01/08/2025	141- -11140	\$211.84
41002364	FacilIServe, Inc.	1394	01/08/2025	141- -11140	\$5,227.00
41002365	Four Seasons Outdoors & Sports	2334	01/08/2025	141- -11140	\$467.50
41002366	Gallaher & Associates, Inc.	7285	01/08/2025	141- -11140	\$555.00
41002367	Gossett, Amy Elizabeth	2674	01/08/2025	141- -11140	\$48.24
41002368	Gross, Debbie	2675	01/08/2025	141- -11140	\$136.35
41002369	Hibbs, Polly	3038	01/08/2025	141- -11140	\$18.76
41002370	Hicks, Randal K.	3096	01/08/2025	141- -11140	\$160.50
41002371	Karco Parts	3364	01/08/2025	141- -11140	\$258.18
41002372	Lakeshore Learning	3463	01/08/2025	141- -11140	\$332.35
41002373	Lumber Yard, The	3652	01/08/2025	141- -11140	\$33.59
41002374	M & M Tree Service	3775	01/08/2025	141- -11140	\$3,000.00
41002375	McCaleb, Rachel	7746	01/08/2025	141- -11140	\$92.13
41002376	Meriwether Lewis Electric Coop.	3694	01/08/2025	141- -11140	\$44,056.76
41002377	Pizza Junction	4427	01/08/2025	141- -11140	\$320.00
41002378	Plumbmaster, Inc.	4379	01/08/2025	141- -11140	\$144.99
41002379	Prince Hardware, LLC	4321	01/08/2025	141- -11140	\$1,372.29
41002380	Puremaxx, LLC	8324	01/08/2025	141- -11140	\$2,926.63
41002381	Raptor Technologies, LLC	6690	01/08/2025	141- -11140	\$8,236.67
41002382	Soliant Health, LLC	8569	01/08/2025	141- -11140	\$1,589.25
41002383	SSC Service Solutions Compass Group USA, Inc.	4832	01/08/2025	141- -11140	\$61,839.56
41002384	Stellar Therapy Services, LLC	8260	01/08/2025	141- -11140	\$1,592.50
41002385	Herrera, Tammy	8538	01/08/2025	141- -11140	\$32.16
41002386	Tanner, Katelyn	6315	01/08/2025	141- -11140	\$81.74
41002387	Tennessee School Board Assoc.	61	01/08/2025	141- -11140	\$200.00
41002388	The Dreaded Lawncafe	7933	01/08/2025	141- -11140	\$3,500.00
41002389	The King's Daughter's School	7928	01/08/2025	141- -11140	\$5,000.00
41002390	Town Of Centerville	5315	01/08/2025	141- -11140	\$17,443.57
41002391	Underwood, Scott	7738	01/08/2025	141- -11140	\$48.24
41002392	Unifirst Corp.	5758	01/08/2025	141- -11140	\$488.55

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Payment Register By Account Control

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41002393	Visa	8268	01/08/2025	141-	-11140	\$56.88
41002394	Water Authority Of Dickson Co.	5874	01/08/2025	141-	-11140	\$2,391.93
41002395	Workwise Compliance	8510	01/08/2025	141-	-11140	\$338.35
141 Total:						\$191,698.80
Bank Total:						\$191,698.80
Bank Payment Count:						46

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<u>Bank Name</u>		<u>Bank Number</u>				
Federal		142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42000654	Thomasson, Julia	192	01/08/2025	142-010-11140	\$163.48	
42000655	Mayberry, Kimberly D.	4108	01/08/2025	142-010-11140	\$204.48	
142-010 Total:					\$367.96	
42000652	King, Dalton Chevelle	8498	01/08/2025	142-101-11140	\$308.20	
142-101 Total:					\$308.20	
42000653	HUDGINS, RACHEL	6270	01/08/2025	142-401-11140	\$133.50	
42000657	Britt, Shannon	8651	01/08/2025	142-401-11140	\$1,001.15	
142-401 Total:					\$1,134.65	
42000656	Rea Associates, Inc.	4655	01/08/2025	142-933-11140	\$14,235.00	
142-933 Total:					\$14,235.00	
Bank Total:					\$16,045.81	
Bank Payment Count:					6	

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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>
43000424	AT & T	7542	01/08/2025	143- -11140	\$59.98
43000425	Town Of Centerville	5315	01/08/2025	143- -11140	\$94.20
143 Total:					\$154.18
Bank Total:					\$154.18
Bank Payment Count:					2

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Hickman County Finance
Payment Register By Account Control

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Bank Name
General Purpose

Bank Number
141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002396	Hickman Co Trustee	2722	01/09/2025	141- -11140	\$260,511.48
41002397	Hickman County Trustee	2937	01/09/2025	141- -11140	\$4,034.60
41002398	Pizza Junction	4427	01/09/2025	141- -11140	\$320.00
41002399	State Disbursement Unit	8524	01/09/2025	141- -11140	\$163.16
141 Total:					\$265,029.24
Bank Total:					\$265,029.24
Bank Payment Count:					4

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**Hickman County Finance
Payment Register By Account Control**

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<u>Bank Name</u>		<u>Bank Number</u>					
Federal		142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>	
42000658	Hickman Co Trustee	2722	01/09/2025	142-010-11140		\$103.40	
					142-010 Total:	\$103.40	
42000658	Hickman Co Trustee	2722	01/09/2025	142-101-11140		\$923.82	
					142-101 Total:	\$923.82	
42000658	Hickman Co Trustee	2722	01/09/2025	142-170-11140		\$39.50	
					142-170 Total:	\$39.50	
42000658	Hickman Co Trustee	2722	01/09/2025	142-201-11140		\$147.74	
					142-201 Total:	\$147.74	
42000658	Hickman Co Trustee	2722	01/09/2025	142-401-11140		\$5.57	
					142-401 Total:	\$5.57	
42000658	Hickman Co Trustee	2722	01/09/2025	142-801-11140		\$39.50	
					142-801 Total:	\$39.50	
42000658	Hickman Co Trustee	2722	01/09/2025	142-901-11140		\$1,150.10	
					142-901 Total:	\$1,150.10	
					Bank Total:	\$2,409.63	
					Bank Payment Count:	1	

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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>
43000426	Gordon Food Service, Inc.	2488	01/09/2025	143- -11140	\$69,517.67
43000427	Mobile Fixture & Equip. Co.	3769	01/09/2025	143- -11140	\$1,085.28
43000428	Murfreesboro Pure Milk Co, Inc.	7552	01/09/2025	143- -11140	\$1,266.40
43000429	Optimus Pest Solutions	47	01/09/2025	143- -11140	\$240.00
43000430	Pepsi Cola	6726	01/09/2025	143- -11140	\$1,181.25
43000431	Prairie Farms Dairy	18	01/09/2025	143- -11140	\$9,006.18
43000432	Prince Hardware, LLC	4321	01/09/2025	143- -11140	\$144.89
43000433	Quill, LLC	4574	01/09/2025	143- -11140	\$2,535.31
43000434	SNA Depository	4878	01/09/2025	143- -11140	\$188.00
143 Total:					\$85,164.98
Bank Total:					\$85,164.98
Bank Payment Count:					9

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Hickman County Finance
Payment Register By Account Control

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Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41002400	Ace Hardware	635	01/14/2025	141- -11140	\$336.89
41002401	AT & T	7542	01/14/2025	141- -11140	\$58.85
41002402	Carter, David	1639	01/14/2025	141- -11140	\$150.08
41002403	Central States Bus Sales, Inc.	1326	01/14/2025	141- -11140	\$1,926.96
41002404	County Of Hickman Misc Acct	1633	01/14/2025	141- -11140	\$6,531.73
41002405	Cross, Emily	1744	01/14/2025	141- -11140	\$85.76
41002406	David's Body Shop	1760	01/14/2025	141- -11140	\$535.58
41002407	Dean Oil Co., Inc.	1985	01/14/2025	141- -11140	\$4,255.34
41002408	Istre, Lucas E.	8654	01/14/2025	141- -11140	\$37.15
41002409	Ferrellgas	7446	01/14/2025	141- -11140	\$6,493.38
41002410	McKnight, Colyn H.	8445	01/14/2025	141- -11140	\$1,780.32
41002411	Lennox Industries, Inc.	6346	01/14/2025	141- -11140	\$13,273.00
41002412	Lumen/Centurylink	4577	01/14/2025	141- -11140	\$139.52
41002413	Mid-South Bus Center, Inc	3706	01/14/2025	141- -11140	\$1,980.94
41002414	O'Reilly Auto Parts	4265	01/14/2025	141- -11140	\$1,337.82
41002415	Trane U.S. Inc	5383	01/14/2025	141- -11140	\$448.81
41002416	United States Treasury	5817	01/14/2025	141- -11140	\$249.04
41002417	Walmart	5868	01/14/2025	141- -11140	\$3,064.88
41002418	Waters, Jesse	7220	01/14/2025	141- -11140	\$150.00
41002419	Whitaker, Wesley	7554	01/14/2025	141- -11140	\$150.08
141 Total:					\$42,986.13
Bank Total:					\$42,986.13
Bank Payment Count:					20

Date/Time: 1/14/2025 9:55 AM

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Payment Register By Account Control

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<u>Bank Name</u>		<u>Bank Number</u>				
Federal		142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42000659	Amazon	727	01/14/2025	142-101-11140	\$713.34	
42000661	Calculators, Inc.	8630	01/14/2025	142-101-11140	\$185.17	
42000662	Elevate Your Classroom, LLC	8652	01/14/2025	142-101-11140	\$2,400.00	
42000663	Mcgraw-Hill School Education Holdings, Llc.	3797	01/14/2025	142-101-11140	\$343.28	
					142-101 Total:	\$3,641.79
						\$295.00
42000660	BER, Inc.	1241	01/14/2025	142-401-11140	142-401 Total:	\$295.00
					Bank Total:	\$3,936.79
					Bank Payment Count:	5

Date/Time: 1/17/2025 9:03 AM

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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>
41002420	United States Treasury	5817	01/17/2025	141- -11140	\$176.97
141 Total:					\$176.97
Bank Total:					\$176.97
Bank Payment Count:					1

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Hickman County Finance
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<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>			
41002421	Amazon	727	01/22/2025	141- -11140			\$983.92
41002422	AT & T	7542	01/22/2025	141- -11140			\$421.71
41002423	Beam Insurance Administrators LLC	7435	01/22/2025	141- -11140			\$11,155.66
41002424	Big G Metal Works	7864	01/22/2025	141- -11140			\$50.00
41002425	D.A.M. Dirt Works, LLC	8222	01/22/2025	141- -11140			\$800.00
41002426	Dickson Electric System	1806	01/22/2025	141- -11140			\$31,796.83
41002427	Duley, L.C.S.W., Joe	1814	01/22/2025	141- -11140			\$2,632.50
41002428	Harvill, Nancy	2758	01/22/2025	141- -11140			\$4,882.50
41002429	Hickman Co Solid Waste Man.	2746	01/22/2025	141- -11140			\$42.00
41002430	Homestead Restaurant, Inc.	2755	01/22/2025	141- -11140			\$465.00
41002431	Interpreters Unlimited, Inc.	6501	01/22/2025	141- -11140			\$87.50
41002432	Matrix Mechanical Solutions, LLC	7974	01/22/2025	141- -11140			\$4,323.43
41002433	Monica Ogles PT	7756	01/22/2025	141- -11140			\$2,811.22
41002434	Owen's Oil Co., Inc.	4257	01/22/2025	141- -11140			\$22,932.55
41002435	Pace Analytical National	2230	01/22/2025	141- -11140			\$710.20
41002436	Republic Service, LLC #840	4739	01/22/2025	141- -11140			\$2,955.95
41002437	Rietveid, Stephanie	993	01/22/2025	141- -11140			\$1,440.00
41002438	Soliant Health, LLC	8569	01/22/2025	141- -11140			\$427.88
41002439	Town Of Centerville	5315	01/22/2025	141- -11140			\$5,405.09
41002440	United Farm & Home Co-op	2769	01/22/2025	141- -11140			\$473.47
41002441	UPS	8274	01/22/2025	141- -11140			\$120.30
					141 Total:		\$94,917.71
					Bank Total:		\$94,917.71
					Bank Payment Count:		21

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Payment Register By Account Control

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<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>		
42000664	Beam Insurance Administrators LLC	7435	01/22/2025	142-101-11140		\$190.50
42000665	Hand 2 Mind, Inc.	2108	01/22/2025	142-101-11140		\$458.95
42000666	Hughes, Allie Sue	6649	01/22/2025	142-101-11140		\$350.58
142-101 Total:						\$1,000.03
42000664	Beam Insurance Administrators LLC	7435	01/22/2025	142-170-11140		\$112.79
142-170 Total:						\$112.79
42000664	Beam Insurance Administrators LLC	7435	01/22/2025	142-201-11140		\$126.98
142-201 Total:						\$126.98
42000667	Tidwell, Marissa K.	8500	01/22/2025	142-401-11140		\$1,039.17
42000668	Lawson, Jamie	3656	01/22/2025	142-401-11140		\$366.66
42000669	Cook, Mike	8493	01/22/2025	142-401-11140		\$435.70
42000670	Musician's Friend	3730	01/22/2025	142-401-11140		\$360.00
142-401 Total:						\$2,201.53
42000664	Beam Insurance Administrators LLC	7435	01/22/2025	142-901-11140		\$230.47
142-901 Total:						\$230.47
42000664	Beam Insurance Administrators LLC	7435	01/22/2025	142-933-11140		\$230.74
142-933 Total:						\$230.74
Bank Total:						\$3,902.54
Bank Payment Count:						7

Bank Name		Bank Number				
General Purpose		141				
Payment Number	Vendor Name	Vendor ID	Payment Date	Cash Account	Amount	
41002442	Ameritas Life Insurance Corp.	7442	01/27/2025	141- -11140	\$2,694.12	
41002443	Don Kennedy Roofing Co., Inc.	6673	01/27/2025	141- -11140	\$955.68	
41002444	Gordon Food Service, Inc.	2488	01/27/2025	141- -11140	\$42.82	
41002445	Hickman Co Trustee	2722	01/27/2025	141- -11140	\$1,666.70	
41002446	Kelsan, Inc.	3379	01/27/2025	141- -11140	\$6,987.13	
41002447	Lumen/Centurylink	4577	01/27/2025	141- -11140	\$221.14	
41002448	Main Street Emporium	7541	01/27/2025	141- -11140	\$20.75	
41002449	Brown , Mike	8660	01/27/2025	141- -11140	\$104.51	
41002450	Oriental Trading Co., Inc.	6258	01/27/2025	141- -11140	\$433.73	
41002451	Quality Tire & Service, LLC	7433	01/27/2025	141- -11140	\$3,974.40	
41002452	The Brook Center Therapy Solutions, LLC	8659	01/27/2025	141- -11140	\$2,578.00	
41002453	Thomas, Dalton	5552	01/27/2025	141- -11140	\$3,210.20	
41002454	Town Of Centerville	5315	01/27/2025	141- -11140	\$110.00	
41002455	Verizon Wireless	5823	01/27/2025	141- -11140	\$68.04	
141 Total:					\$23,067.22	
Bank Total:					\$23,067.22	
Bank Payment Count:					14	

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Payment Register By Account Control

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<u>Bank Name</u>	<u>Bank Number</u>					
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>
42000671	Ameritas Life Insurance Corp.	7442	01/27/2025	142-101-11140		\$79.52
					142-101 Total:	\$79.52
42000671	Ameritas Life Insurance Corp.	7442	01/27/2025	142-170-11140		\$26.74
					142-170 Total:	\$26.74
42000671	Ameritas Life Insurance Corp.	7442	01/27/2025	142-201-11140		\$36.00
					142-201 Total:	\$36.00
42000673	Powers, Bethany	7420	01/27/2025	142-401-11140		\$350.58
					142-401 Total:	\$350.58
42000671	Ameritas Life Insurance Corp.	7442	01/27/2025	142-901-11140		\$109.34
42000672	NCS Pearson Inc.	4359	01/27/2025	142-901-11140		\$135.00
					142-901 Total:	\$244.34
42000671	Ameritas Life Insurance Corp.	7442	01/27/2025	142-933-11140		\$53.48
					142-933 Total:	\$53.48
					Bank Total:	\$790.66
					Bank Payment Count:	3

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<u>Bank Name</u>		<u>Bank Number</u>					
Cafeteria		143					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>		
43000435	AT & T	7542	01/27/2025	143- -11140	\$50.85		
					143 Total:	\$50.85	
					Bank Total:	\$50.85	
					Bank Payment Count:	1	

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

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

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

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033



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, Nunnely, TN 37137

Memorandum

To: Board Members
From: John Mullins
Date: 1/28/2025
Re: February Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Alexandria Thomas
Gloria McKinley
Kaitlyn Wallace
Mark Hastings

Cindy Hastings
Curt Stacy

Support Staff

Kimberly Juracich
Donna Willis
Makayla Felts
Jayme Rowe
Shelby Frizzell

HCMS/HCHS Band Director
EHES Sp Ed Teacher
EHIS Teacher
HCHS Head Football Coach and
Teacher
HCHS Teacher
EHIS Sp Ed Interim Teacher

Food Service
Food Service
Food Service
Food Service
EHIS Assistant

Resignation

Professional

Wyatt Anderson
Scott Underwood

HCMS/HCHS Band Director
ALC Teacher

Support Staff

Steve Anglin

Mechanic

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Open Positons

Bus Drivers
Sp Ed Teacher

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

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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	3,032,648.00	(1,547,592.61)	51.03%	252,720.67	(990,170.11)	391.80%
40120	Trustee's Collections - Prior Year	65,000.00	(32,996.10)	50.76%	5,416.67	(5,449.81)	100.61%
40125	Trustee's Collections - Bankruptcy	500.00	(73.38)	14.68%	41.67	(3.39)	8.14%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(14,942.48)	31.79%	3,916.67	(1,449.22)	37.00%
40140	Interest And Penalty	15,000.00	(4,125.82)	27.51%	1,250.00	(931.88)	74.55%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,444.87)	36.12%	333.33	(240.81)	72.24%
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	2,535,177.00	(1,332,860.29)	52.57%	211,264.75	(277,021.32)	131.13%
40270	Business Tax	35,000.00	(4,785.21)	13.67%	2,916.67	(316.29)	10.84%
41110	Marriage Licenses	1,300.00	(722.00)	55.54%	108.33	(85.50)	78.92%
43570	Receipts From Individual Schools	30,000.00	(4,140.86)	13.80%	2,500.00	(3,017.92)	120.72%
43582	Community Service Fees - Adults	200.00	(48.10)	24.05%	16.67	(1.00)	6.00%
44120	Lease/Rentals/PPP	10,000.00	(350.00)	3.50%	833.33	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	(14,882.00)	99.21%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(16,892.13)	563.07%	250.00	(127.10)	50.84%
44570	Contributions & Gifts	57,000.00	(62,000.00)	108.77%	4,750.00	(4,000.00)	84.21%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	24,228,618.00	(12,478,916.68)	51.50%	2,019,051.50	(2,698,411.34)	133.65%
46515	Early Childhood Education	621,613.12	(116,706.28)	18.77%	51,801.09	(58,188.61)	112.33%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	0.00	0.00%	416.67	0.00	0.00%
46590	Other State Education Funds	240,000.00	0.00	0.00%	20,000.00	0.00	0.00%
46610	Career Ladder Program	45,000.00	(20,515.13)	45.59%	3,750.00	0.00	0.00%
46790	Other Vocational	1,702,759.76	(1.00)	0.00%	141,896.65	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	(50,654.91)	22.02%	19,166.67	0.00	0.00%
46980	Other State Grants	192,531.41	0.00	0.00%	16,044.28	0.00	0.00%
46990	Other State Revenues	258,804.00	0.00	0.00%	21,567.00	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	(22,105.48)	31.58%	5,833.33	0.00	0.00%
48990	Other	183,000.00	(36,904.41)	20.17%	15,250.00	0.00	0.00%
49700	Insurance Recovery	15,936.18	0.00	0.00%	1,328.02	0.00	0.00%
49800	Transfers In	141,936.38	0.00	0.00%	11,828.03	0.00	0.00%
Total	Revenues	33,879,023.85	(15,763,659.74)	46.53%	2,823,251.99	(4,039,414.30)	143.08%
Expenditures							
71100	Regular Instruction Program	(16,196,159.00)	7,138,987.80	44.08%	(1,349,679.92)	1,362,706.55	100.97%
71150	Alternative Instruction Program	(297,165.00)	112,551.02	37.87%	(24,763.75)	27,811.45	112.31%
71200	Special Education Program	(4,004,979.12)	1,208,171.69	30.17%	(333,748.26)	210,277.61	63.00%

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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
71300	Career and Technical Education	(1,840,162.00)	417,957.99	22.71%	(153,346.83)	81,705.07	53.28%
72110	Attendance	(221,255.00)	92,855.78	41.97%	(18,437.92)	22,607.20	122.61%
72120	Health Services	(865,892.00)	313,658.66	36.22%	(72,157.67)	60,817.23	84.28%
72130	Other Student Support	(1,254,128.00)	390,003.61	31.10%	(104,510.67)	70,111.82	67.09%
72210	Regular Instruction Program	(1,675,053.38)	561,070.54	33.50%	(139,587.78)	106,114.36	76.02%
72220	Special Education Program	(312,981.00)	130,044.46	41.55%	(26,081.75)	27,178.19	104.20%
72230	Career and Technical Education	(245,411.42)	86,499.10	35.25%	(20,450.95)	11,472.26	56.10%
72250	Technology	(463,782.00)	233,360.23	50.32%	(38,648.50)	10,881.72	28.16%
72290	Other Programs	(35,000.00)	26,286.33	75.10%	(2,916.67)	26,286.33	901.25%
72310	Board Of Education	(716,803.00)	397,314.81	55.43%	(59,733.58)	29,049.23	48.63%
72320	Director Of Schools	(330,801.00)	139,579.50	42.19%	(27,566.75)	25,478.22	92.42%
72410	Office Of The Principal	(2,090,218.00)	725,235.47	34.70%	(174,184.83)	147,113.13	84.46%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,681,750.00)	1,328,692.48	49.55%	(223,479.17)	173,267.92	77.53%
72620	Maintenance Of Plant	(1,421,686.41)	593,587.07	41.75%	(118,473.87)	50,987.42	43.04%
72710	Transportation	(2,242,651.18)	777,670.69	34.68%	(186,887.60)	132,106.95	70.69%
72810	Central And Other	(369,528.90)	80,528.57	21.79%	(30,794.08)	15,679.12	50.92%
73100	Food Service	(44,809.00)	0.00	0.00%	(3,734.08)	0.00	0.00%
73300	Community Services	(115,277.00)	35,443.68	30.75%	(9,606.42)	9,044.93	94.16%
73400	Early Childhood Education	(519,555.00)	162,245.10	31.23%	(43,296.25)	29,686.45	68.57%
76100	Regular Capital Outlay	(1,668,254.00)	34,027.00	2.04%	(139,021.17)	0.00	0.00%
Total Expenditures		(39,663,301.41)	14,985,771.58	37.78%	(3,305,275.12)	2,630,383.16	79.58%
Total	141 General Purpose School	(5,784,277.56)	(777,888.16)	-13.45%	(482,023.13)	(1,409,031.14)	-292.32%

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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	74,394.32	(37,139.68)	49.92%	6,199.53	(21,800.79)	351.65%
47141	Title 1 Grants To Local Educ Agencies	1,233,138.98	(345,310.80)	28.00%	102,761.58	(70,122.38)	68.24%
47143	Special Education - Grants To States	1,145,418.92	(351,593.89)	30.70%	95,451.58	(95,152.97)	99.69%
47145	Special Education Preschool Grants	50,692.08	(1,813.01)	3.58%	4,224.34	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(46,176.49)	0.00%	0.00	0.00	0.00%
47148	Rural Education	120,160.42	(28,336.00)	23.58%	10,013.37	0.00	0.00%
47189	Eisenhower Prof Development State	204,129.71	(24,578.29)	12.04%	17,010.81	(9,673.09)	56.86%
47401	American Rescue Plan Act Grant #1	1,638,423.78	(1,414,070.50)	86.31%	136,535.32	(621,829.73)	455.44%
47590	Other Federal Through State	182,439.57	0.00	0.00%	15,203.30	0.00	0.00%
Total Revenues		4,648,797.78	(2,249,018.66)	48.38%	387,399.82	(818,578.96)	211.30%
Expenditures							
71100	Regular Instruction Program	(1,572,127.02)	944,570.53	60.08%	(131,010.59)	134,396.65	102.58%
71150	Alternative Instruction Program	(7,865.50)	7,675.20	97.58%	(655.46)	325.70	49.69%
71200	Special Education Program	(964,579.57)	359,427.29	37.26%	(80,381.63)	100,669.38	125.24%
71300	Career and Technical Education	(69,639.02)	48,570.79	69.75%	(5,803.25)	7,830.09	134.93%
72110	Attendance	(2,338.00)	2,335.10	99.88%	(194.83)	182.10	93.46%
72120	Health Services	(11,555.00)	10,392.10	89.94%	(962.92)	703.60	73.07%
72130	Other Student Support	(78,789.81)	55,060.07	69.88%	(6,565.82)	10,994.96	167.46%
72210	Regular Instruction Program	(927,653.95)	430,009.48	46.35%	(77,304.50)	106,525.87	137.80%
72220	Special Education Program	(375,579.16)	135,442.52	36.06%	(31,298.26)	25,612.43	81.83%
72230	Career and Technical Education	(7,589.30)	3,280.01	43.22%	(632.44)	182.10	28.79%
72250	Technology	(68,604.09)	147,488.84	214.99%	(5,717.01)	1,200.99	21.01%
72320	Director Of Schools	(3,549.50)	3,546.50	99.92%	(295.79)	317.00	107.17%
72410	Office Of The Principal	(17,343.00)	13,840.20	79.80%	(1,445.25)	922.20	63.81%
72610	Operation Of Plant	(265,092.49)	234,575.46	88.49%	(22,091.04)	48,101.70	217.74%
72620	Maintenance Of Plant	(8,245.50)	7,676.25	93.10%	(687.13)	710.00	103.33%
72710	Transportation	(54,180.00)	28,970.80	53.47%	(4,515.00)	3,322.00	73.58%
73100	Food Service	(73,389.50)	72,567.26	98.88%	(6,115.79)	5,095.50	83.32%
73300	Community Services	(2,393.00)	2,390.00	99.87%	(199.42)	237.00	118.85%
73400	Early Childhood Education	(6,904.00)	6,333.95	91.74%	(575.33)	444.20	77.21%
76100	Regular Capital Outlay	(14,443.99)	14,443.99	100.00%	(1,203.67)	3,008.00	249.90%
99100	Transfers Out	(116,936.38)	0.00	0.00%	(9,744.70)	0.00	0.00%
Total Expenditures		(4,648,797.78)	2,528,596.34	54.39%	(387,399.82)	450,781.47	116.36%
Total	142 School Federal Projects	0.00	279,577.68	100.00%	0.00	(367,797.49)	0.00%

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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	20,175.32	0.00%	0.00	0.00	0.00%
43522	Lunch Payments - Adults	28,498.00	(9,884.62)	34.69%	2,374.83	0.00	0.00%
43523	Income From Breakfast	2,969.00	(687.00)	23.14%	247.42	0.00	0.00%
43525	A La Carte Sales	225,000.00	(114,809.82)	51.03%	18,750.00	426.83	-2.28%
43570	Receipts From Individual Schools	0.00	(27,539.88)	0.00%	0.00	(27,539.88)	0.00%
44110	Investment Income	1,000.00	(131.39)	13.14%	83.33	(21.03)	25.24%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,700,000.00	(801,254.90)	47.13%	141,666.67	(149,337.00)	105.41%
47113	Breakfast	750,000.00	(301,325.84)	40.18%	62,500.00	(56,945.07)	91.11%
47114	USDA - Other	0.00	(3,051.62)	0.00%	0.00	(646.14)	0.00%
Total Revenues		2,707,467.00	(1,238,509.75)	45.74%	225,622.25	(234,062.29)	103.74%
Expenditures							
73100	Food Service	(3,248,963.00)	2,167,054.14	66.70%	(270,746.92)	248,142.49	91.65%
Total Expenditures		(3,248,963.00)	2,167,054.14	66.70%	(270,746.92)	248,142.49	91.65%
Total	143 Central Cafeteria	(541,496.00)	928,544.39	171.48%	(45,124.67)	14,080.20	31.20%

HCBOE ESSER Report January 2025

Allocation Summary

		Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 1.0		\$879,730.25	June 30, 2022	\$879,730.25	\$0.00
ESSER 2.0		\$3,497,160.67	September 30, 2023	\$3,497,160.67	\$0.00
ESSER 3.0		\$7,985,825.28	September 30, 2024	\$7,761,472.00	\$224,353.28
Total:		\$11,482,985.95		\$11,258,632.67	\$224,353.28

ESSER Recent Developments

Received 14 month extension to pay remaining HVAC equipment and phone system.

ESSER Next Steps

ESSER Personnel Funding[illegible]

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: Centerville Elementary School School No. 005 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	63	57	120	125	113.2663	124.5999
01	53	44	97	105	95.3330	105.0000
02	54	58	112	120	104.5996	117.3999
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	170	159	329	350	313.1990	346.9999
N	5	1	6	7	6.2666	7.0000
GRAND TOTAL	175	160	335	357	319.4656	353.9999

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: Centerville Intermediate School No. 007 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	44	54	98	107	96.3330	107.0000
04	53	46	99	112	100.5996	111.9333
05	57	50	107	114	101.9330	113.2000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	154	150	304	333	298.8658	332.1333
N	4	1	5	5	4.3333	5.0000
GRAND TOTAL	158	151	309	338	303.1991	337.1333

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: East Hickman Elementary School School No. 015 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	55	42	97	99	87.1331	98.4666
01	46	43	89	104	95.4664	104.0000
02	42	47	89	96	87.1997	96.2000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	143	132	275	299	269.7993	298.6666
N	7	4	11	11	9.3333	11.0000
GRAND TOTAL	150	136	286	310	279.1326	309.6666

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: East Hickman Intermediate School No. 016 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	57	51	108	116	107.9330	116.3333
04	65	51	116	123	114.5330	123.5333
05	58	57	115	129	119.9330	128.9333
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	180	159	339	368	342.3991	368.7999
N	5	2	7	7	5.6666	7.0000
GRAND TOTAL	185	161	346	375	348.0657	375.7999

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: East Hickman Middle School School No. 017 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	37	53	90	98	90.0664	97.9333
07	64	47	111	120	109.9330	119.6666
08	58	49	107	115	104.8663	114.9999
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	159	149	308	333	304.8658	332.5999
N	1	1	2	2	1.9333	2.0000
GRAND TOTAL	160	150	310	335	306.7991	334.5999

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: East Hickman High School School No. 018 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09	56	42	98	107	100.2664	106.8666
10	57	42	99	109	101.1331	108.7999
11	50	36	86	87	80.4664	87.2666
12	48	40	88	92	84.5331	92.0000
K-12	211	160	371	395	366.3992	394.9333
N	3	1	4	4	3.6666	4.0000
GRAND TOTAL	214	161	375	399	370.0658	398.9333

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: Hickman County Learning Academ School No. 019 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07		1	1	4	3.6666	4.0000
08				4	2.7999	4.0000
09				2	1.3333	2.0000
10	1		1	6	4.8666	6.0000
11	1		1	6	4.4666	6.0000
12				6	4.3999	5.6000
K-12	2	1	3	28	21.5332	27.6000
N					.0000	.0000
GRAND TOTAL	2	1	3	28	21.5332	27.6000

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: Hickman County Middle School School No. 020 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	58	45	103	112	103.5330	112.6666
07	54	53	107	119	110.1330	119.0000
08	65	29	94	104	95.9330	104.5333
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	177	127	304	335	309.5992	336.1999
N	6	2	8	8	7.5999	8.0000
GRAND TOTAL	183	129	312	343	317.1991	344.1999

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: Hickman County High School School No. 030 No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09	41	51	92	95	87.9331	95.0666
10	54	40	94	99	89.4664	99.0666
11	58	52	110	111	101.6664	111.0000
12	50	46	96	95	86.8664	95.0000
K-12	203	189	392	400	365.9324	400.1333
N	5	1	6	7	5.8666	7.0000
GRAND TOTAL	208	190	398	407	371.7990	407.1333

School District: Hickman County District No. 410 Date 01/07/25 Month of School
School Name: District Summary School No. No. of Days In Session: 15
Prepared By: Phone: Begin Date: 12/01/24 End Date: 12/31/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	118	99	217	224	200.3994	223.0666
01	99	87	186	209	190.7994	209.0000
02	96	105	201	216	191.7994	213.5999
03	101	105	206	223	204.2661	223.3333
04	118	97	215	235	215.1327	235.4666
05	115	107	222	243	221.8661	242.1333
06	95	98	193	210	193.5994	210.5999
07	118	101	219	243	223.7327	242.6666
08	123	78	201	223	203.5994	223.5333
09	97	93	190	204	189.5329	203.9333
10	112	82	194	214	195.4662	213.8666
11	109	88	197	204	186.5995	204.2666
12	98	86	184	193	175.7995	192.6000
K-12	1,399	1,226	2,625	2,841	2592.5932	2838.0665
N	36	13	49	51	44.6665	51.0000
GRAND TOTAL	1,435	1,239	2,674	2,892	2637.2598	2889.0665

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

Account Activity Summary
Hickman
10/01/2024 - 12/31/2024

Beginning Value - Investment Account	\$	2,868,517.57
Beginning Value - Alternative Invest. Acct.	\$	283,288.66
Total Beginning Value ^{1 See Definitions}	\$	3,151,806.23
Additions ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	107,314.25
Withdrawals ⁵		
TSBA Fee ⁶	\$	(1,969.88)
MS Fees ⁷	\$	(1,286.66)
System Distributions ⁸	\$	-
Unadjusted Investment Earnings ⁹	\$	(151,251.62)
Ending Value - Investment Account	\$	2,877,627.50
Ending Value - Alternative Invest. Acct.	\$	226,984.82
Total Ending Value ¹⁰	\$	3,104,612.32

Definitions:

1. Beginning Value: The total account value at the start of business on the first day of the specified reporting period.
2. Additions: All credits to the account in which total account value is increased within the specified reporting period.
3. Contributions: The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.
4. Dividends and Interest: The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE**: Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.
5. Withdrawals: The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.
6. TSBA Fee: The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.
7. MS Fees: The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.
8. System Distributions: The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.
9. Unadjusted Investment Earnings: The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.
10. Ending Value: The Account Value at the end of business on the last day of the specified reporting period.

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Account Contribution Summary
Hickman
10/01/2024 - 12/31/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

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Account Dividend & Interest Summary
Hickman
10/01/2024 - 12/31/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	626.06	Cash
10/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,034.21	Cash
10/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,652.74	Cash
10/01/2024	Dividend	JOHN HANCOCK BOND I	1,936.79	Cash
10/01/2024	Dividend	JANUS HENDERSON MLT SEC INC I	1,343.09	Cash
10/02/2024	Dividend	PACER US SML CAP CASH COWS ETF	185.15	Cash
10/02/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.42	Cash
10/02/2024	Interest Income	MORGAN STANLEY BANK N.A.	0.87	Cash
10/31/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	57.09	Cash
11/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	560.76	Cash
11/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,039.20	Cash
11/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,406.37	Cash
11/01/2024	Dividend	JOHN HANCOCK BOND I	1,980.25	Cash
11/01/2024	Dividend	JANUS HENDERSON MLT SEC INC I	1,516.62	Cash
11/04/2024	Dividend	CION ARES DIVERSIFIED CREDIT U	664.64	Cash
11/22/2024	LT Cap Gain	THORNBURG INTL GROWTH I	7,626.29	Cash
11/29/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	93.07	Cash
12/02/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	541.04	Cash
12/02/2024	Dividend	PGIM TOTAL RETURN BOND Z	998.90	Cash
12/02/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,516.78	Cash
12/02/2024	Dividend	JOHN HANCOCK BOND I	2,051.02	Cash
12/02/2024	Dividend	JANUS HENDERSON MLT SEC INC I	1,595.31	Cash
12/03/2024	Dividend	CION ARES DIVERSIFIED CREDIT U	647.80	Cash
12/09/2024	LT Cap Gain	PGIM JENNISON GROWTH Z	39,321.47	Cash
12/13/2024	Dividend	OAKMARK FUND INSTITUTIONAL	2,541.93	Cash
12/19/2024	Dividend	DWS SMALL CAP CORE S	222.54	Cash
12/19/2024	LT Cap Gain	DWS SMALL CAP CORE S	305.70	Cash
12/20/2024	Dividend	ISHARES CORE MSCI EAFE ETF	1,363.36	Cash
12/20/2024	Dividend	ISHARES CORE S&P U.S. GROWTH	242.59	Cash
12/20/2024	Dividend	ISHARES CORE S&P U.S. VALUE	479.60	Cash
12/20/2024	Dividend	AMERICAN EUROPACIFIC GRW F2	842.15	Cash
12/20/2024	Dividend	THORNBURG INTL GROWTH I	365.48	Cash
12/20/2024	LT Cap Gain	AMERICAN EUROPACIFIC GRW F2	2,721.90	Cash
12/23/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	16.78	Cash
12/23/2024	Dividend	JOHN HANCOCK BOND I	465.64	Cash

12/23/2024	Dividend	JOHN HANCOCK DISPLND VAL INST	2,409.16	Cash
12/23/2024	LT Cap Gain	JOHN HANCOCK DISPLND VAL INST	26,789.94	Cash
12/23/2024	ST Cap Gain	JOHN HANCOCK DISPLND VAL INST	606.83	Cash
12/30/2024	Dividend -	JOHN HANCOCK BOND I	-465.64	Cash
12/31/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	10.35	Cash
		Total Dividends and Interest	107,314.25	

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Account Fee Summary
Hickman
10/01/2024 - 12/31/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/07/2024	Service Fee	ADV FEE 10/01-10/31	-431.80	Cash
10/08/2024	CASH TRANSFER	FUNDS TRANSFERRED	-1,969.88	Cash
10/16/2024	Service Fee	NET PLATFORM FEE	0.00	Cash
11/07/2024	Service Fee	ADV FEE 11/01-11/30	-409.96	Cash
12/06/2024	Service Fee	ADV FEE 12/01-12/31	-444.90	Cash
		Total Withdrawals	-3,256.54	

***Cash Balance Includes Cash, Bank Deposits, MMF Balance, and Unsettled Cash.**

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Hickman County Schools Board Agenda Item Request

Date: 12/16/2024

Name of School: HCHS

Item Request: Overnight / Out-of-State Trip

Explanation:

HCHS JROTC request permission to host our 9th
Annual Adventure Camp on 19-21 May 2025.

Attachments (if necessary and appropriate):

Presentation, Training Schedule, Poster

Signature of Person requesting to be placed on the agenda:

[Signature]

Signature of Building Principal:

Robyn Emerson

John Mullis

1-8-25



Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Carton House / Campside

Purpose: Staff Ride (Tour) of historic Civil War Hospital

Date and Time frame: 5/19/2025 Number of students: 45

Number of Chaperones: Male _____ Female 3

Costs associated: \$10 per student

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

Has the cafeteria been notified? Yes Number of Lunches needed? TBD

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Mary Scott Riley 1st, USA

Signature of Principal Ruby Emerson

Signature of Instructional Supervisor _____

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.

Green Tuesday



Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Rappel @ Camp Meribah

Purpose: Adventure Camp

Date and Time frame: 5/20/25 Number of students: 45

Number of Chaperones: Male _____ Female 3

Costs associated: 0

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

Has the cafeteria been notified? Yes Number of Lunches needed? N/A

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Harry Riley

Signature of Principal Ruby Emerson

Signature of Instructional Supervisor _____

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.

Orange Wednesday



Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Warrior Adventure Quest Clarksville Base

Purpose: Ropes / Climbing Course (Adventure Camp)

Date and Time frame: 5/21/25 Number of students: 45

Number of Chaperones: Male _____ Female 3

Costs associated: \$ 35 per person

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

Has the cafeteria been notified? Yes Number of Lunches needed? N/A

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Mary Scott Riley

Signature of Principal Rob Emerson

Signature of Instructional Supervisor _____

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.



Hickman County Schools Trip Request

Name of School: ACHS

Name of Club/Group: JNOT

Trip Requested: Fort Campbell KY

Purpose: CWST Combat Water Survival Training / Fort Campbell Museum

Date and Time frame: 5/22/25 Number of students: 45

Number of Chaperones: Male _____ Female 3

Costs associated: 0

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

Has the cafeteria been notified? N/A Number of Lunches needed? N/A

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Amy Scott

Signature of Principal Roby Emerson

Signature of Instructional Supervisor _____

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.



Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: On Craggy Horse Canoe - Waynesboro, TN

Purpose: Canoe Trip

Date and Time frame: 5/23/25 Number of students: 45

Number of Chaperones: Male _____ Female 3

Costs associated: \$ 25 per cadet

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

Has the cafeteria been notified? NA Number of Lunches needed? NA

How will the students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip [Signature]

Signature of Principal [Signature]

Signature of Instructional Supervisor _____

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.



Hickman County High School Adventure Camp

19–24 May 25

Overview: HCHS JROTC Cadets and Staff request permission to host an adventure camp for Cadets.

Purpose: To promote Esprit de Corps and to teach Cadets to strive in an austere environment.

Justification: To provide a capstone event that puts leadership, medical training, and safety training into practice



Who: Cadets, Instructors, and Chaperones (Amanda Riley, Elizabeth Rhea, and Amanda Adcox)

When & Where:

19th–24th May – 2293 Highway 50, 37033

How: Cadets will report at HCHS on Monday May 19th at 0800 hrs and will travel utilizing bus throughout the camp. Cadets will return approximately 1200 hrs on MAY 24th.

Cost per Cadet:\$75.00

Adventure Camp Training / Activity Schedule 2025

Time		Monday 5/19	Tuesday 5/20	Wednesday 5/21	Thursday 5/22	Friday 5/23	Saturday 5/24
5:00	AM			KP Wake-Up / Personal Hygeine	KP Wake-Up / Personal Hygeine	KP Wake-Up / Personal Hygeine	KP Wake-Up / Personal Hygeine
5:30	AM		KP Wake-Up / Personal Hygeine	Camp Wake-Up / Personal HYG	Camp Wake-Up / Personal HYG	Camp Wake-Up / Personal HYG	Camp Wake-Up / Personal HYG
6:00	AM		Camp Wake-Up	KP Reports	KP Reports	KP Reports	KP Reports
6:30	AM		KP Reports	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup
7:00	AM		Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup
7:30	AM		Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup
8:00	AM	Cadets Repor to School	Meal Prep / Serve / Cleanup	Movement to Clarksville	Movement to FTCKY	Movement to Crazy Horse	Camp Teardown
8:30	AM	Movement to Carton House	Movement to Camp Meribah	Movement to Clarksville	Movement to FTCKY	Movement to Crazy Horse	Camp Teardown
9:00	AM	Movement to Carton House	Movement to Camp Meribah	Movement to Clarksville	Movement to FTCKY	Movement to Crazy Horse	Camp Teardown
9:30	AM	Movement to Carton House	Rappel Operations	Movement to Clarksville	Movement to FTCKY	Canoe & 1-Rope Bridge TNG	Camp Teardown
10:00	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
10:30	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
11:00	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
11:30	AM	Conduct Carton House Tour	Rappel Operations	Warrior Adventure Quest	Combat Water Survival TNG	Canoe & 1-Rope Bridge TNG	Camp Teardown
12:00	PM	Sack Lunch	Sack Lunch	Warrior Adventure Quest	Combat Water Survival TNG	Sack Lunch	Movement to HCHS
12:30	PM	Sack Lunch	Sack Lunch	Warrior Adventure Quest	Sack Lunch	Canoe & 1-Rope Bridge TNG	Reintegration / Release
1:00	PM	Movement to Camp Site	Movement to Camp Site	Meal - Local Restuarant	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
1:30	PM	Movement to Camp Site	Movement to Camp Site	Meal - Local Restuarant	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
2:00	PM	Arrive at Campsite	3 - Rope Bridge, Zipline OPS	Movement to Camp Site	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
2:30	PM	Establish Campsite	3 - Rope Bridge, Zipline OPS	Movement to Camp Site	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	Reintegration / Release
3:00	PM	Establish Campsite	3 - Rope Bridge, Zipline OPS	Personal Hygeine / Recovery	Fort Campbell Museum Tour	Canoe & 1-Rope Bridge TNG	
3:30	PM	Establish Campsite	3 - Rope Bridge, Zipline OPS	Personal Hygeine / Recovery	Movement to Camp Site	Movement to Camp Site	
4:00	PM	Finalize Campsite	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Movement to Camp Site	Movement to Camp Site	
4:30	PM	Tour Campsite Property	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Movement to Camp Site	Movement to Camp Site	
5:00	PM	Tour Campsite Property	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	
5:30	PM	Meal Prep / Serve / Cleanup	Survival Training	Survival Training	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	
6:00	PM	Meal Prep / Serve / Cleanup	Survival Training	Survival Training	Meal Prep / Serve / Cleanup	Meal Prep / Serve / Cleanup	
6:30	PM	Meal Prep / Serve / Cleanup	Campfire Assy - Class Skits	Campfire - Class Ghost Stories	Campfire Assy - Class Songs	Campfire Assy - Dutch Oven	
7:00	PM	Intramurals	Campfire Assy - Class Skits	Campfire - Class Ghost Stories	Campfire Assy - Class Songs	Campfire Assy - Dutch Oven	
7:30	PM	Intramurals	Campfire Assy - Class Skits	Campfire - Class Ghost Stories	Campfire Assy - Class Songs	Campfire Assy - Dutch Oven	
8:00	PM	Intramurals	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
8:30	PM	Intramurals	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
9:00	PM	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
9:30	PM	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	Personal Hygeine / Recovery	
10:00	PM	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	Begin Firewatch (Lights Out)	

JROTC May 19- 24 Adventure Camp Attendance List

Last Name	First Name
Adcox	Michael
Arcega	Renzo
Avril	Lily
Barber	Isabella
Boughton	Colton
Brashears	Emma
Carrera	Lindzy
Carrera	Brittany
Cockrill	Terry
Collins	Aislyn
Cox	Eli
Cundiff	Kaden
French	Logan
Gibbs	Meleah
Gilbert	Skylar
Hughes	Chyanne
Jenkins	Isabella
Johnson	Ivey
King	Gage
King	Gavin
Kisiel	Mackenzie
Lopez Perez	Leybi
Lynch	Amber
McNeil	Kiley
Moore	Matthew
Morrison	Jimmie
Newberry	Kaylea
Orlow	Zarabella
Parker	Briley
Pillars	Izzabella
Poore	Timothy
Radabaugh	Aaron
Rhoden	Sawyer
Richardson	Mary
Riley	Charles
Simmons	Jasmine
Sullivan	Anthony
Touton	Braxton
Troup	Bobby
Vaillancourt	Tiffany
Villatoro-Gomez	Kleisy
Walker	Amari
Weaver	Andrew
Workman	Destiny
Wright	Autumn

Itinerary

East Hickman FFA Chapter 0315

Myles Williams, EHHS Ag Advisor (615) 342-9406

The EHHS FFA / Agriculture students will be participating in the FFA State Convention in Gatlinburg, Tennessee on March 23rd through March 26th, 2025. Students will be provided transportation by school van. We will depart from school at 10:00 a.m on Sunday and return at approximately 4:00 p.m. on Wednesday. Please find below a tentative schedule for the Convention. Students should bring at least \$ 300.00 for food and fun.

- 1) Location Gatlinburg, Tennessee
- 2) Hotel Courtyard by Marriott, Downtown Gatlinburg
315 Airport Rd, Gatlinburg, TN 37738
(865) 436-2008
- 3) Dates March 23rd - 26th, 2025
- 4) Itinerary
 - a) Sunday Itinerary
 - i) Leave East Hickman High School at 10:00 pm
 - ii) Arrive in Gatlinburg, TN at approximately 4:00 pm
 - iii) Check in to the hotel and pick up Convention Packets.
 - iv) Dinner and Bed
 - b) Monday Itinerary
 - i) Attend first General Session (9:00 am to 1:00 pm)
 - ii) Lunch (1:00 am to 1:30 pm)
 - iii) Attend Second General Session (1:30 pm to 4:00 pm)
 - iv) Walk Gatlinburg, Dinner, and Bed
 - c) Tuesday Itinerary
 - i) Breakfast (7:00 am)
 - ii) Attend 4th General Session (9:00 am to 1:00 pm)
(1) Students will attend State Degree Practice after session
 - iii) Late lunch, hotel to get ready for State Degree Ceremony (630 pm to 9:00 pm)
 - iv) Attend Sixth General Session (6:30 pm to 9:00 pm)
(1) Students will receive a state degree.
 - v) Dinner and Bed
 - d) Wednesday Itinerary
 - i) Breakfast at 9:00
 - ii) Check out of the hotel at 10:00 and come home.
 - iii) Arrive at East Hickman at approx 4:00 pm

General Information

East Hickman FFA
2025 Tennessee State Convention

Attending

- | | |
|-----------------------|------------------|
| 1) Carter O'Guin | 4) Malachi Lee |
| 2) Makayla Upchurch | 5) Hannah Dotson |
| 3) Timothy Sam Walker | |

Van Schedule

- 1) Riders
 - a) Myles Williams, Carter O'Guin, Makayla Upchurch, Malachi Lee, Hannah Dotson, and Sam Walker.

- 2) Departure Estimated Time of Arrival
 - a) 10:00 am est 4:00 pm est March 23rd
 - b) 10:00 am est 4:00 pm est March 26th

Hotel Information

- 1) Location
 - a) Courtyard by Marriott, Downtown Gatlinburg
315 Airport Rd, Gatlinburg, TN 37738
(865) 436-2008
- 2) Dates Staying
 - a) March 23 - 26, 2025
 - b) Check in March 23rd and check out March 26, 2025
- 3) Room Details
 - a) Reservation Number 85528693
 - i) 1 King Bed
 - ii) Cost \$697.93
 - b) Reservation Number 85528675
 - i) 2 Queen Bed
 - ii) Cost \$731.75
 - c) Reservation Number 85528657
 - i) 2 Queen Bed
 - ii) Cost \$731.75

Expenses

Taking \$1000.00 from FFA Account at East Hickman High School for student rewards and gas. I will keep a register of money spent with receipts.

[illegible]

Permission Form

Board Meeting

East Hickman Agriculture and FFA
Student Permission to Attend School Board Meeting
February 2025 @ 6:30 pm

_____ has permission to attend the Hickman County School Board Meeting in February 2025 . FFA will be asking permission to attend the FFA State Convention in Gatlinburg from March 23rd to March 26th, 2025.

We will leave East Hickman High School at 6:00 pm. We will travel by school van to Centerville for the board meeting at 6:30 pm. After the meeting, we will eat in Centerville. We will return to EHHS by 8:45 pm.

Thank You,

Myles Keogh Williams

Contact Information
Myles Williams
EHHS Agriculture,CTE, and FFA
615-342-9406

Permission Form Parent Permission for Trip

East Hickman FFA Chapter 0315

Myles Williams, EHHS Ag Advisor (615) 342-9406

The EHHS FFA / Agriculture students will be participating in the FFA State Convention in Gatlinburg, Tennessee on March 23rd through March 26th, 2025. Students will be provided transportation by school van. We will depart from school at 10:00 a.m on Sunday and return at approximately 4:00 p.m. on Wednesday. Please find below a tentative schedule for the Convention. Students should bring at least \$ 300.00 for food and fun.

- 1) Location Gatlinburg, Tennessee
- 2) Hotel Courtyard by Marriott, Downtown Gatlinburg
315 Airport Rd, Gatlinburg, TN 37738
(865) 436-2008
- 3) Dates March 23rd - 26th, 2025
- 4) Itinerary
 - a) Sunday Itinerary
 - i) Leave East Hickman High School at 10:00 pm
 - ii) Arrive in Gatlinburg, TN at approximately 4:00 pm
 - iii) Check in to the hotel and pick up Convention Packets.
 - iv) Dinner and Bed
 - b) Monday Itinerary
 - i) Attend first General Session (9:00 am to 1:00 pm)
 - ii) Lunch (1:00 am to 1:30 pm)
 - iii) Attend Second General Session (1:30 pm to 4:00 pm)
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 - v) Dinner and Bed
 - d) Wednesday Itinerary
 - i) Breakfast at 9:00
 - ii) Check out of the hotel at 10:00 and come home.
 - iii) Arrive at East Hickman at approx 4:00 pm

_____ has my permission to attend.

Parent / Guardian Signature

Daytime phone number

East Hickman FFA Chapter 0315
Myles Williams, EHHS Ag Advisor (615) 342-9406

The EHHS FFA / Agriculture students will be participating in the FFA State Convention in Gatlinburg, Tennessee on March 23rd through March 26th, 2025. Students will be provided transportation by school van. We will depart from school at 10:00 a.m on Sunday and return at approximately 4:00 p.m. on Wednesday. Please find below a tentative schedule for the Convention. Students should bring at least \$ 300.00 for food and fun.

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_____ has my permission to attend.

Parent / Guardian Signature

Daytime phone number

East Hickman FFA
2025 Tennessee State Convention

Attending

- 1) Carter O'Guin
- 2) Makayla Upchurch
- 3) Timothy Sam Walker

Van Schedule

- 1) Riders
 - a) Myles Williams, Carter O'Guin, Makayla Upchurch, and Sam Walker.
- 2) Departure Estimated Time of Arrival
 - a) 10:00 am cst 4:00 pm est March 23rd
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Hotel Information

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Expenses

Taking \$1000.00 for student rewards and gas. I will keep a register of money spent with receipts.

[illegible]

Tennessee Career and Technical Student Organizations (CTSOs)

TENNESSEE CTSO RELEASE FORM

Participant Information

Participant Name (first, last)		Parent/Guardian Name	
Participant's Home Address		Parent/Guardian Emergency Phone Number (required) ()	
City, State, Zip Code		Alternate Emergency Phone Number (required) ()	
Home Telephone ()	Participant Cell Phone ()	Local Chapter/School Name (required)	
Age (if 18 and under)	Date of Birth (mm/dd/yyyy) / /	Check One ☐ Male ☐ Female	Location of School (city)
Advisor Name (required)	Advisor Cell (required) ()	Participant Email Address (required)	

Code of Conduct

Please review the **Code of Conduct** below. It is a privilege to attend a **Tennessee CTSO** conference or event and it is the responsibility of all participants to conduct themselves in a proper manner at all times. The guidelines in this Code of Conduct are the minimum behavior standards and individual schools' administration and/or chapter advisors may have additional policies and rules for their students to follow. Should that occur, the participant must meet both the school Code of Conduct and this state Code of Conduct.

1. All participants are expected to attend all applicable sessions of the conference/event.
2. All participants are expected to wear name badges at all times throughout the conference/event.
3. All students will abide by the **Dress Code** for the specific conference/event. Students will not be permitted to participate in a competitive event or receive an award or recognition on stage at any conferences if found to be out of dress code. Students are to be fully clothed at all times outside of sleeping quarters, including movement between hotel rooms and to/from swimming/spa areas. Pajamas are not allowed outside of hotel rooms.
4. Students will not consume or have in possession any alcoholic beverages, illegal substances, prescription medications not prescribed to the student, tobacco or smoke products, including electronic cigarettes and paraphernalia of any kind. Follow your school/district policy for handling of prescription medications and list these on the medical section of this form.
5. Any type of weapons and toy replicas of weapons are prohibited, including water guns, paintball guns, and other items that are intended to cause harm, damage, or disruption of a business-like atmosphere. Gambling is also prohibited.
6. All participants will behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or **Tennessee CTSOs**. Conduct unrelated to an educational conference or business environment will not be tolerated. Examples include but are not limited to the following: disrupting a session or event; interaction with non-conference individuals; or any activities that may endanger self or others.
7. All students will be in their own rooms by the established curfew for the event. An advisor must be present at all times in order for students to visit the room of students of the opposite gender. It is the advisor's responsibility to ensure compliance with these issues.
8. Students will keep their advisor informed of their activities and whereabouts at all times. Students should not leave the conference site or hotel alone and without permission from the advisor. Accidents, injuries or illnesses must be reported to the State Advisor or delegated representative for the event.
9. Students will not use portable stereos or other loud music- or noise-making devices outside of their rooms. If used in their rooms, volume should be low as to not disturb nearby guests.
10. Conference participants are guests of the hotel, convention center, or other venue for the conference/event and must not deface or destroy the property. All types of roughhousing including throwing items out of the windows will not be tolerated. All trash including pizza boxes, bottles, cans, etc. must be placed in the proper receptacles and not left in the hallways or meeting rooms. Any repairs or replacement costs due to damage or loss that occurs due to their stay will be the responsibility of the individual(s) and/or parent(s) or guardian.
11. The local advisor is responsible for the supervision of their students' conduct. Any participant who disregards this Code of Conduct will be subject to disciplinary action. All rule infractions requiring disciplinary action will result in the participant being sent home at the expense of the participant and/or parent(s) or guardian.

☐ I have read, understand, and agree to abide by this Code of Conduct.

Medical Information

Is Participant Covered by Medical Insurance? ☐ Yes ☐ No		Name of Person Responsible for Participant's Medical Bills
Insurance Company	Name of Insured	Relationship to Student of Responsible Party ☐ Father ☐ Mother ☐ Other _____
Insured's HOME Phone No. ()	Insured's CELL Phone No. ()	Participant Medical History (check all that apply) ☐ Yes ☐ No Allergies? (list) _____ ☐ Yes ☐ No Diabetes? ☐ Yes ☐ No Epilepsy? ☐ Yes ☐ No Heart /Lung Problems? ☐ Yes ☐ No Other; if yes, please explain: _____
Insured's Plan Number	Insured's Group Number	
Name of Physician	Physician's Phone Number ()	
Does participant have a disability that meets criteria specified by the Americans with Disabilities Act (ADA)? ☐ Yes ☐ No (We will contact you if necessary.)		
Medications: (list) _____		
Liability / Medical Release: I certify that the information above is accurate and complete to the best of my knowledge. I hereby agree to release the Tennessee Department of Education, National CTSO organizations, Tennessee CTSOs and their representatives, agents, and employees from liability for any injury to said minor child/adult participant resulting from any cause whatsoever occurring to said child/adult, at any time, while attending any of the organization's regional/district/state meetings and events, including travel to and from.		
Parent / Guardian / Responsible Party: Please check one of the following, sign and date that you are aware. ☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. I understand that you will notify me and/or any person(s) listed above as soon as possible. ☐ I DO NOT give permission for medical treatment until I have been contacted. ☐ I am aware that it is my responsibility to submit updated medical information to the chapter advisor if needed prior to each event occurring during the 2022-2023 school year. Note to Parent / Guardian: If applicable, please send a copy of your insurance card with your child.		

Publicity and Website Permission

The State of Tennessee, Department of Education (TDOE) website and the Tennessee CTSO websites are the primary modes of communication for our students, instructors and others. We understand the global nature of the Internet and concerns for protection and privacy; accordingly, we ask your permission to use images of your child within the TDOE and/or Career and Technical Student Organization publications and/or website should we desire. Images of students, instructors, Department of Education employees, parents, and others used in publications and on our website may be included when they are involved in projects, when they are in groups (classrooms, conferences, activities, contests, or chapters), or when their student group receives recognition at the local, district, regional, state, or national level. The website will not include last names, but will use a student's first name only for that student's protection; however, publications may use the student's entire name.
Permission to Use Student's Image: Please check the box indicating that you are granting this permission. Do not check the box if your intent is to WITHHOLD permission. ☐ I hereby grant permission to use my child's image, name, and/or selected school materials (projects, papers, art work) in publications and on the Department of Education web site.

STUDENT SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
PARENT / GUARDIAN / RESPONSIBLE PARTY SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /

NOTE: Participants under the age of 18 must be signed by a parent or legal guardian.)

ADVISOR SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
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Hickman County Schools Board Agenda Item Request

Date: 1-27-25

Name of School: HCHS FFA

Item Request: State Convention

Explanation:

This is a overnight trip that Requires Board
Approval Dates 3-23 -3-24

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Signature]

Signature of Building Principal:

[Signature]

Hickman County

114 N. Central Ave., Suite 203

Centerville, TN 37033

Phone: (931)729-6124

Fax: (931)729-4994

Dear Olivia Felts/Hickman County Schools (Behavioral Health):

This letter is regarding your application for funding as sent to the Hickman County Opioid Settlement Board. The Hickman County Opioid Settlement Board has evaluated the proposal received using the evaluation criteria, and is hereby announcing its conditional award(s) of:

\$100,000 to Hickman Co. Schools (Behavioral Health) for Project Hope and Healing

The applicant(s) listed above was identified as meeting an established priority service need in the community. This "Notice of Conditional Contract Award" is subject to execution of a written contract/MOU and, as a result, this Notice does NOT constitute the formation of a contract between Hickman County and the apparent organization. The organization shall not acquire any legal or equitable rights relative to the contract services until a contract/ MOU containing terms and conditions acceptable to Hickman County is executed. Hickman County further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract/MOU.

The Hickman County Finance Office will be contacting the applicant to negotiate a contract/ memorandum of understanding (MOU). We are asking you to send us the names and contact details of individuals who have the legal authority to sign on behalf of this organization. In addition, if you have received partial funding, we are asking you to submit a new Work Plan utilizing the reduced award amount.

Send information to: Crystal Fitzgerald crystal.fitzgerald@hickmancountyttn.gov

Notes: Reduce from 124,900 to 100,000

If funds are going to existing staff, funds must be for an expansion of their existing responsibilities and must be used for future remediation. (per UT SMART Initiative)

This award decision is conditioned upon final approval by the Hickman County Legislative Body and the successful negotiation of a contract/ MOU.

Thank you for your interest in providing much needed services in our community. We look forward to seeing the impact that this project will have on reducing drug overdose deaths and supporting individuals affected by this crisis.

Sincerely,

Hickman County Opioid Settlement Board

Hickman County Schools BB Dept.

Exhibit A

Scope of Work

The scope of work and pricing for services for this contracted agency is detailed within the attached work plan. This project addresses addiction among youth and their family through a comprehensive approach that integrates data measurement, evidence-based intervention, supervised clinical support, and comprehensive training. This project will include the development and implementation of a data measurement and screening tool to help identify at-risk youth and early detections of opioid use. Additionally, this project includes hiring a LADAC to implement programs and interventions with oversight and additional support from existing positions. Lastly, it includes supporting the development of a safe space for youth displaced by opioid misuse and addiction.

This project meets the spending requirements of the opioid litigation by addressing the primary strategy of **primary prevention, harm reduction, treatment, recovery support, and education and training**. Specifically within the approved uses (Exhibit E of the original opioid settlements), this project addresses but is not limited to the following:

- CC3 Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
- E5 Hire additional social workers or other behavioral health workers to facilitate expansions above (referring to other recovery support categories within the approved strategies).
- BB12 Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment



Hickman County Opioid Settlement Board Work Plan for Opioid Funding Application

Organization: Hickman County Schools Behavioral Health Department: Hope and Healing Project
Date: August 27, 2024

Objective	Activities	Outcomes	Measures of Success	Timeframe	Accountability	Funds Requested
What is the measurable result you are seeking to achieve?	What activities will be completed that help achieve the corresponding objective?	What outcome do you hope to achieve?	How will the success of the objective be assessed? What data points will be measured?	When will this part of the project begin and end?	Who is responsible for each project activity?	What are the requested grant funds for this part of the project?
Develop and Implement Data Measurement & Screening Tools	Utilize screening tools to measure opioid use trends, screen for misuse and evaluate the impact of family substance use on youth mental health. Analyze data to identify patterns and inform targeted interventions	Enhanced data on opioid use trends, early detections of misuse, increase accuracy in identifying at-risk youth and mental health needs. Increase effective intervention	High accuracy in identifying at-risk youth and their mental health needs	Immediately; pricing is for 12 months. Fee represents start-up costs; will change annually.	Olivia Felts	\$30,000.00
Recovery Support, Treatment, Education & Training	Oversight & implementation of program	Comprehensive program implementation	Meeting each objective and maintaining positive outcomes as measured by data and screening tool	Immediately	Olivia Felts	\$7,540.00
Recovery Support, Treatment, Education & Training	Implementation of program	Facilitating program needs, providing school-based & community-based, evidence-based interventions	Measured by data and screening tool	Immediately	Raven Hickok	\$7,540.00
Recovery Support, Treatment, Education & Training	Implementation of intervention	Providing school-based evidence-based intervention	Measured by data and screening tool	Upon hire	To be hired	\$49,920.00
To facilitate the Bernard Center in providing a safe space for displaced youth	Furnish the safe spaces	Youth displaced due to opioid misuse & addiction have a safe space while in DCS custody	To have a functioning and utilized space	As soon as possible	Olivia Felts	\$5,000.00

Total Funds Requested
\$100,000.00



HICKMAN COUNTY

T E N N E S S E E

Hickman County Opioid Committee FY 2024-2025 Opioid Settlement Funding Quarterly Report

Agency Name: Hickman County Schools - Behavioral Health

Name of Reporting Individual:

Date Report Submitted:

Organizations should provide **quarterly progress reports** to mayor@hickmancountytn.gov and crystal.fitzgerald@hickmancountytn.gov. All sections of this document must be completed in full to meet the reporting requirements. **Please include a quarterly expense report when submitting this document.** Reports will be due 14 days after each project quarter:

- 1st Quarter due April 14th, 2025
- 2nd Quarter due July 14th, 2025
- 3rd Quarter due October 14th, 2025
- 4th Quarter due January 14th, 2026

Report Period:

☐ 1st Quarter (January – March)

☐ 2nd Quarter (April – June)

☐ 3rd Quarter (July – September)

☐ 4th Quarter (October – December)

Quarterly Summary:

Type to provide responses to each of the following inquiries. Only provide information for the corresponding quarter.

1. Staff working on the project:

2. Community partners involved with the project:

3. Challenges and barriers experienced within the associated timeframe:
4. Successes experienced within the associated timeframe:
5. Anticipated next steps:
6. Strategies addressed from the Remediation List ([found here](#)). *Please list the strategy, section number, and how your activities address the corresponding strategies.*
7. Number of people served with settlement funding (please indicate whether these are Hickman County residents or not):

Quarterly Performance Measures:

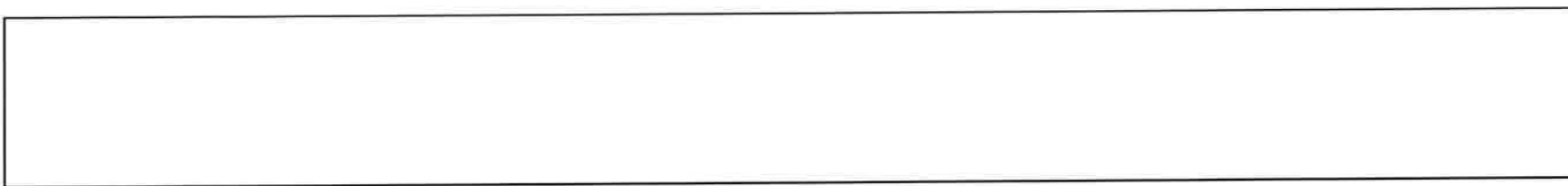
Type in text boxes to complete the table for each approved activity. Please add rows as necessary and only provide information for the corresponding quarter.

ACTIVITY 1: Hiring of the LADAC	
Performance Indicator	Response
Proposed hire date	
Date of hire	
Date of orientation	
Activity Narrative (if needed, provide a brief description of the activity metrics):	

--

ACTIVITY 2: Utilize screening tools to measure opioid use trends, screen for misuse and evaluate the impact of family substance use on youth mental health. Analyze data to identify patterns and inform targeted interventions and programs.		
Screening		
Screening Tool Used/Developed	Number of people screened	Trend(s) Identified
Interventions & Programs		
Intervention or Program Type	Number of people served	Rate of Attendance/Participation
Activity Narrative (please provide a brief description of the activity metrics):		
[Please attach or include a link for the developed/used screening tools or materials.]		

ACTIVITY 3: Supporting the Bernard Center in providing a safe space for youth displaced by OUD/SUD by providing furnishings.	
Type of Furnishing Provided	Cost of Furnishing
Activity Narrative (please provide a brief description of the activity metrics):	



**OPIOID SERVICE PROVIDER AGREEMENT
BETWEEN**

THE COUNTY OF HICKMAN

AND

HICKMAN COUNTY SCHOOLS BEHAVIORAL HEALTH

THIS AGREEMENT is made and entered into this ____ day of _____, 202__ by and between **Hickman County**, a political subdivision of the State of Tennessee, (hereinafter referred to as the "County"), and **Hickman County Schools Behavioral Health, 115 Murphree Ave., Centerville, TN 37033** (hereinafter referred to as the "Recipient"). Collectively, the signatories are referred to as the Parties, and individually, as a Party.

RECITALS:

WHEREAS, the County has received and will continue to receive funding from defendants of the national opioid litigation (the "Opioid Litigation") and the resulting settlement of which the County was a participant. The County's claims formed part of the basis of the national settlement and payments to plaintiffs from defendants, with some payments scheduled to continue until 2038 ("Settlement Payments"). The Opioid Litigation parties have agreed to the described Settlement Payments subject to the ongoing financial viability of each of the Opioid Litigation defendants. The Opioid Litigation settlement provides for the Settlement Payments to be expended for enumerated treatment and prevention programs and services; and

WHEREAS, the County has established a local advisory council to make recommendations as to the use of the settlement payments; and]

WHEREAS, based on the recommendations of the council, the County has determined to grant funding to the "Recipient" and the funding will be directed to **Hickman County Schools Behavioral Health Department Hope and Healing Project** used to address addiction among youth and their family through a comprehensive approach that integrates data measurement, evidence-based intervention, supervised clinical support , and comprehensive training. (Work Plan attached) ("the Program"). Funding will be provided in amount not to exceed **one hundred thousand and 00/100 Dollars (\$100,000.00)** (the "Award Amount"); and

WHEREAS, the County has determined that the Program is consistent with the abatement strategies set forth in the Opioid Litigation settlement List of Opioid Remediation Uses.

WHEREAS, the Parties understand and acknowledge by executing this Agreement the County will not provide additional funding in excess of the Award Amount,

and any costs of the Program, including any overruns or other expenses not expressly agreed to in writing prior to the expenses being incurred, will not be a liability on the part of the County, and will be the sole responsibility of the Recipient; and

WHEREAS, the Recipient is a qualified and experienced provider of the services herein.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **Term and Termination.** This Agreement shall commence on its effective date and continue until it expires or is terminated as provided for herein.

A. **Term.** This Agreement shall commence on _____ and continue until _____ (1 year term). The Recipient may request a no-cost extension from the County if funds will not be used by the expected term end date. This request must be submitted to the County in written format with a brief explanation of the need for the extension. The County will consider the request and notify the Recipient of the decision. If needed, a contract addendum may be required.

B. **Termination.** Either Party may immediately, upon written notice to the other Party, terminate this Agreement for cause if the other Party is in breach of any provision hereof or is in breach of any provision of Applicable Law, including the failure of the Recipient to provide all necessary assistance the County requires to comply with the provisions of its related regulations and any reporting of program and service data.

2. **Scope of Services.** The services the Recipient shall provide shall be as set forth in the attached Exhibit A. The attached Exhibit A is incorporated by reference into this Agreement and made a part thereof. In the event there are conflicting terms and conditions between Exhibit A and this Agreement, the terms of this Agreement will prevail.

3. **Compensation.** It is expressly understood and agreed the total compensation the Recipient is to receive under this Agreement for the services performed shall not exceed the Award Amount.

[GRANT MODEL: The County shall pay the Recipient \$100,000 (Award Amount) for the costs necessary for or incidental to the performance of work as set forth in Exhibit A. It is expressly understood and agreed the total compensation the Recipient is to receive under this Agreement shall not exceed the Award Amount. Any costs of the program and services in excess of the Award Amount shall be the sole responsibility of the Recipient.

Payment by the County to the Recipient is subject to the availability of funds as determined by and in the sole discretion of the County.

4. **Future Funding.** County is not, as a result of entry into or performance by either party under this Agreement, obligated to provide future grants, program-related

investments, or other financial or technical support to Recipient, or to extend the relationship with Recipient in any respect, or to engage in any other transaction or relationship with Recipient. Recipient acknowledges that County has not made to Recipient any representations, promises, or assurances about future funding or other support.

5. **Recipient Monitoring and Reporting.** Within ten (10) calendar days of providing notice, to the extent permitted by applicable privacy laws, the County and its authorized representatives or designees have the right to inspect all physical Program locations, to inspect Recipient's records related to the Agreement, and examine, copy, and audit all records related to this Agreement. The Recipient must cooperate, provide reasonable assistance, and produce or compile any information reasonably requested. If financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of this Agreement must be paid or refunded within forty-five (45) calendar days.
6. **Right of Audit.** The County or its designee may audit the Recipient to verify compliance with this Agreement. The Recipient must retain and provide to the County or its designee and/or auditor general upon request, all financial and accounting records related to this Agreement through the Term of this Agreement and for three (3) years after the date of submission of the final expenditure report for the Award Amount. If an audit, litigation, or other action involving the records is initiated before the end of the Financial Audit Period, the Recipient must retain the records until all issues are resolved. This right of audit is limited to matters within the scope of this Agreement unless there is a separate constitutional or statutory basis for such audit.
7. **Separate Checking Account and other Requirements.** Recipient shall not be required to establish and maintain a separate bank account for receipt of the Award and for disbursement of funds solely for the purposes contemplated by this Agreement. However, all funds awarded shall be tracked separately. Deposits and all disbursements shall be paid with a check or other trackable method. All disbursements shall have two persons with signing authority, and both must sign each check. All check copies and receipts shall be maintained for review/audit by the County. Recipient shall provide the County quarterly reports of expenditures from the checking account. A Quarterly Progress report is also required (format template attached). Recipient shall also furnish the County a copy of its annual tax return within seven (7) days of filing the return.
8. **Compliance with the Law.** The Recipient shall administer the program and provide all the services to be performed under this Agreement in complete compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.
9. **Applicable Law and Venue.** This Agreement shall be subject to and construed in accordance with the laws of the State of Tennessee, without regard to any Tennessee choice of law rules that would apply the substantive law of any other jurisdiction to the extent not inconsistent with, or pre-empted by, Federal law. In the event any disputes

arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Tennessee Courts whose jurisdiction and venue shall be established in accordance with the statutes and Rules of Court of the State of Tennessee. In the event any action is brought in or is moved to a federal court the venue for such action shall be the Federal Judicial District of Tennessee, in the district and division in which the County is located.

10. **Independent Contractor.** It is expressly understood and agreed that the Recipient is an independent contractor. The employees, servants and agents of the Recipient shall in no way be deemed to be and shall not hold themselves out as the employees, servants, or agents of the County. The Recipient's employees, servants and agents shall not be entitled to any fringe benefits of the County such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. The Recipient shall be responsible for paying any salaries, wages, or other compensation due its employees for services performed pursuant to this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State, and local governments. The Recipient shall carry workers' compensation insurance coverage for its employees, as required by law, and shall provide the County with proof of said coverage.
11. **Non-Discrimination.** The Recipient, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, programs and services provided, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or political affiliation. The Recipient shall include the language of this assurance in all subcontracts for services covered by this Agreement. Breach of any provisions of this section shall be regarded as a material breach of this Agreement.
12. **Indemnification and Hold Harmless.** The Recipient shall, at its own expense, protect, defend, indemnify and hold harmless the County, and its elected and appointed officers, employees and agents from all claims, damages, costs, law suits and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that they may incur as a result of any acts, omissions or negligence of the Recipient or any of its officers, employees, agents or subcontractors which may arise out of this Agreement. This includes any repayment which may be required in the event any portion of the Award Amount is not spent in conformance with this Agreement and the approved List of Opioid Remediation Uses such that the County is required to return or forego any portion of the Settlement Payments.

The Recipient's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to the County, its officers, employees and agents by the insurance coverage obtained and/or maintained by the Recipient pursuant to the requirements of this Agreement.

13. **Insurance.** The Recipient shall purchase and maintain insurance not less than the limits set forth below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Tennessee and with insurance carriers acceptable to the County and have a minimum A.M. Best Company's Insurance Reports rating of A or A- (Excellent).

A. **Required Coverage.** Recipient shall maintain the following insurance coverages subject to the terms below:

- i. Automobile Liability Insurance-\$1,000,000 Combined Single Limit;
- ii. General Liability Insurance-\$1,000,000 per occurrence/\$1,000,000 aggregate; and
- iii. Statutory Workers Compensation Insurance, if applicable, covering all employees of Recipient.

Recipient shall cause all the above policies, except Workers Compensation, to name the County as additional insured.

Recipient shall cause all of the above policies to include a waiver of the insurance company's right to subrogation against the County.

Recipient shall cause the insurance listed above to be primary notwithstanding any other insurance in force. All deductibles or self-insured retentions will be for Recipient's sole account.

The limit of coverage required above are minimums and in no way serve as a limitation or restriction on indemnity.

Recipient shall provide County with a certificate or certificates of insurance evidencing the coverages and requirements listed above prior to services being performed and upon renewal of each coverage.

B. **Proof of Insurance.** The Recipient shall provide to the County at the time this Agreement is returned by it for execution, with two (2) copies of certificates of insurance for each of the policies mentioned above. Recipient shall cause the certificates to state that the insurance policies listed thereon may not be modified materially or cancelled except after 30 days prior written notice to County. If so requested, certified copies of policies shall be furnished.

14. **Waivers; Remedies.** No delay on the part of any of either Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any waiver on the part of the either Party of any right, power or privilege hereunder operate as a waiver of any other right, power or privilege hereunder, nor shall any single or partial exercise of any right, power or privilege hereunder preclude any other or further exercise of any other right, power or privilege hereunder. The rights and remedies herein provided are cumulative and are not exclusive of any rights or remedies which the parties hereto may otherwise have at law or in equity.

In the event the Recipient is in breach of any provision of Applicable Law, or misuses the Award Amount funding in any way, it shall immediately, upon written demand from the County, repay all the funds previously received pursuant to this Agreement.

15. **Modifications, Amendments or Waiver of Provisions of the Agreement.** All modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of the parties hereto.
16. **Assignment or Subcontracting.** The Recipient shall not assign, subcontract, or otherwise transfer its duties and/or obligations under this Agreement without the express written consent of the County.
17. **Purpose of Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.
18. **Complete Agreement.** This Agreement, and Exhibits A, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
19. **Survival Clause.** All rights, duties, and responsibilities of any party that either expressly or by their nature extend into the future, including warranties and indemnification, shall extend beyond and survive the end of the Agreement's term or the termination of this Agreement.
20. **Invalid/Unenforceable Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.
21. **Force Majeure.** Any delay or failure in the performance by either Party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, epidemics, explosions, riots, wars, hurricane, sabotage terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, labor strikes, that prevent the claiming Party from furnishing the materials or equipment, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this Agreement.

22. **Non-Beneficiary Contract.** Nothing expressed or referred to in this Agreement is intended or shall be construed to give any person other than the Parties to this Agreement or their respective successors or permitted assignees any legal or equitable right, remedy or claim under or in respect of this Agreement, it being the intention of the Parties that this Agreement and the transactions contemplated hereby shall be for the sole and exclusive benefit of such Parties or such successors and permitted assignees. The Recipient's suppliers or providers are not considered the Recipient's assignees and are not third-party beneficiaries.

23. **Notice.** Any and all correspondence or notices required, permitted, or provided for under this Agreement to be delivered to any Party shall be sent to that Party by either electronic mail or by first class mail. All such written notices shall be addressed as provided below. All correspondence shall be considered delivered to a Party as of the date that the electronic mail is sent, and receipt is confirmed by other party (if notice is provided by electronic mail) or when notice is deposited with sufficient postage with the United State Postal Service. A notice of termination shall be sent via electronic mail with confirmation of receipt or via certified mail to the address specified below. Notices shall be mailed to the following addresses:

If to County:

Hickman County Finance

Attn: Crystal Fitzgerald

114N. Central Ave, Suite 203

Centerville, TN 37033

Email: crystal.fitzgerald@hickmancountytn.gov

If to Recipient:

24. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile or PDF transmission shall constitute effective execution and delivery of this Agreement as to the parties hereto and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties hereto transmitted by facsimile or PDF shall be deemed to be their original signatures for all purposes.

25. **Certification of Authority to Sign Agreement.** The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to

sign this Agreement on behalf of the party they represent, and that this Agreement has been authorized by the party they represent.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS AGREEMENT ON THE DATE AND YEAR FIRST ABOVE WRITTEN.

Hickman County, Tennessee

By: _____, County Mayor
(Signature)

Name: Jim Bates Date: _____
(Print or Type)

Hickman County Schools Behavioral Health

By: _____, _____
(Signature) (Title)

Name: _____ Date: _____

Hickman County Schools

Exhibit A

Scope of Work

The scope of work and pricing for services for this contracted agency is detailed within the attached work plan. Hickman County Schools will educate, empower, and support students in Hickman County to make healthy decisions and avoid substance misuse by implementing a substance use prevention project called Prevention Now. This will include "Move 2 Stand" training and program through Stars Nashville serving students and teachers in both middle and high schools. A student athlete ambassador program will also take place where students will host prevention campaigns. Included within this project are activities for kindergarten through third grade. The third graders specifically will have a drug free pledge initiative.

This project meets the spending requirements of the opioid litigation by addressing the primary strategy of **primary prevention**. Specifically within the approved uses (Exhibit E of the original opioid settlements), this project addresses the following:

- B2 Provide education to school-based and youth-focused programs that discourage or prevent misuse.
- G1 Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco)
- G2 Funding for evidence-based prevention programs in schools



Hickman County Opioid Settlement Board Work Plan for Opioid Funding Application

Organization: Hickman County Schools: Prevention Now!
Date: 12/03/2024

Objective	Activities	Outcomes	Measures of Success	Timeframe	Accountability	Funds Requested
What is the measurable result you are seeking to achieve?	What activities will be completed that help achieve the corresponding objective?	What outcome do you hope to achieve?	How will the success of the objective be assessed? What data points will be measured?	When will this part of the project begin and end?	Who is responsible for each project activity?	What are the requested grant funds for this part of the project?
Preventing students from experimenting with drugs and alcohol.	1) Media campaigns 2) Teach using purchased curriculum 3) Drug free advertising 4) Peer to peer education	A reduction of students caught with drugs, vapes and alcohol. Awareness of risks associated with opioid use and other illicit drug use.	Number of petitions filed for drugs, vapes & alcohol will decrease year two. Track number of petitions initiated	Immediately and end of year. Will restart at beginning of year school year 25-26.	Coordinated School Health	\$20,000.00
						Total Funds Requested \$20,000.00



HICKMAN COUNTY

T E N N E S S E E

Hickman County Opioid Committee FY 2024-2025 Opioid Settlement Funding Quarterly Report

Agency Name: Hickman County Schools - Prevention Now

Name of Reporting Individual:

Date Report Submitted:

Organizations should provide **quarterly progress reports** to mayor@hickmancountytn.gov and crystal.fitzgerald@hickmancountytn.gov. All sections of this document must be completed in full to meet the reporting requirements. **Please include a quarterly expense report when submitting this document.** Reports will be due 14 days after each project quarter:

- 1st Quarter due April 14th, 2025
- 2nd Quarter due July 14th, 2025
- 3rd Quarter due October 14th, 2025
- 4th Quarter due January 14th, 2026

Report Period:

☐ 1st Quarter (January – March)

☐ 2nd Quarter (April – June)

☐ 3rd Quarter (July – September)

☐ 4th Quarter (October – December)

Quarterly Summary:

Type to provide responses to each of the following inquiries. Only provide information for the corresponding quarter.

1. Staff working on the project:
2. Community partners involved with the project:

3. Challenges and barriers experienced within the associated timeframe:

4. Successes experienced within the associated timeframe:

5. Anticipated next steps:

6. Strategies addressed from the Remediation List ([found here](#)). *Please list the strategy, section number, and how your activities address the corresponding strategies.*

7. Number of people served with settlement funding (please indicate whether these are Hickman County residents or not):

Quarterly Performance Measures:

Type in text boxes to complete the table for each approved activity. Please add rows as necessary and only provide information for the corresponding quarter.

ACTIVITY 1: Media campaigns to prevent substance use and addiction.	
Type of Campaign	Number of estimated youth reached
<i>Ex: Posters in school</i>	
<i>Ex: Social media post</i>	

ACTIVITY 2: Educational programs & curriculum to prevent substance use and addiction.			
Curriculum/educational program	Number of Sessions Held	Number of students attended	Pre and post session results (if applicable)

<i>Number of existing petitions (citations?) for drug use:</i>			
<i>Number of filed petitions (citations?) for drug use:</i>			

ACTIVITY 3: Peer to Peer Education - Student Athlete Ambassadors Program	
Performance Indicator	Response
Number of higher grade students providing peer support	
Number of grade school children receiving education by peer	
Supplies purchased for program	

**OPIOID SERVICE PROVIDER AGREEMENT
BETWEEN**

THE COUNTY OF HICKMAN

AND

Hickman County Schools Prevention Now

THIS AGREEMENT is made and entered into this ____ day of _____, 202__ by and between **Hickman County**, a political subdivision of the State of Tennessee, (hereinafter referred to as the "County"), and **Hickman County Schools Prevention Now, 115 Murphree Ave., Centerville, TN 37033** (hereinafter referred to as the "Recipient"). Collectively, the signatories are referred to as the Parties, and individually, as a Party.

RECITALS:

WHEREAS, the County has received and will continue to receive funding from defendants of the national opioid litigation (the "Opioid Litigation") and the resulting settlement of which the County was a participant. The County's claims formed part of the basis of the national settlement and payments to plaintiffs from defendants, with some payments scheduled to continue until 2038 ("Settlement Payments"). The Opioid Litigation parties have agreed to the described Settlement Payments subject to the ongoing financial viability of each of the Opioid Litigation defendants. The Opioid Litigation settlement provides for the Settlement Payments to be expended for enumerated treatment and prevention programs and services; and

WHEREAS, the County has established a local advisory council to make recommendations as to the use of the settlement payments; and]

WHEREAS, based on the recommendations of the council, the County has determined to grant funding to the "Recipient" and the funding will be directed to **Prevention Now** used to **educate, empower, and support students in Hickman County to make healthy decisions and avoid substance misuse. (Work Plan attached)** ("the Program"). Funding will be provided in amount not to exceed **Twenty Thousand and 00/100 Dollars (\$20,000.00)** (the "Award Amount"); and

WHEREAS, the County has determined that the Program is consistent with the abatement strategies set forth in the Opioid Litigation settlement List of Opioid Remediation Uses.

WHEREAS, the Parties understand and acknowledge by executing this Agreement the County will not provide additional funding in excess of the Award Amount, and any costs of the Program, including any overruns or other expenses not expressly agreed to in writing prior to the expenses being incurred, will not be a liability on the part

of the County, and will be the sole responsibility of the Recipient; and

WHEREAS, the Recipient is a qualified and experienced provider of the services herein.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **Term and Termination.** This Agreement shall commence on its effective date and continue until it expires or is terminated as provided for herein.

A. **Term.** This Agreement shall commence on _____ and continue until _____ (1 year term). The Recipient may request a no-cost extension from the County if funds will not be used by the expected term end date. This request must be submitted to the County in written format with a brief explanation of the need for the extension. The County will consider the request and notify the Recipient of the decision. If needed, a contract addendum may be required.

B. **Termination.** Either Party may immediately, upon written notice to the other Party, terminate this Agreement for cause if the other Party is in breach of any provision hereof or is in breach of any provision of Applicable Law, including the failure of the Recipient to provide all necessary assistance the County requires to comply with the provisions of its related regulations and any reporting of program and service data.

2. **Scope of Services.** The services the Recipient shall provide shall be as set forth in the attached Exhibit A. The attached Exhibit A is incorporated by reference into this Agreement and made a part thereof. In the event there are conflicting terms and conditions between Exhibit A and this Agreement, the terms of this Agreement will prevail.

3. **Compensation.** It is expressly understood and agreed the total compensation the Recipient is to receive under this Agreement for the services performed shall not exceed the Award Amount.

[GRANT MODEL: The County shall pay the Recipient **\$20,000.00** (Award Amount) for the costs necessary for or incidental to the performance of work as set forth in Exhibit A. It is expressly understood and agreed the total compensation the Recipient is to receive under this Agreement shall not exceed the Award Amount. Any costs of the program and services in excess of the Award Amount shall be the sole responsibility of the Recipient.

Payment by the County to the Recipient is subject to the availability of funds as determined by and in the sole discretion of the County.

4. **Future Funding.** County is not, as a result of entry into or performance by either party under this Agreement, obligated to provide future grants, program-related investments, or other financial or technical support to Recipient, or to extend the relationship with Recipient in any respect, or to engage in any other transaction or

relationship with Recipient. Recipient acknowledges that County has not made to Recipient any representations, promises, or assurances about future funding or other support.

5. **Recipient Monitoring and Reporting.** Within ten (10) calendar days of providing notice, to the extent permitted by applicable privacy laws, the County and its authorized representatives or designees have the right to inspect all physical Program locations, to inspect Recipient's records related to the Agreement, and examine, copy, and audit all records related to this Agreement. The Recipient must cooperate, provide reasonable assistance, and produce or compile any information reasonably requested. If financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of this Agreement must be paid or refunded within forty-five (45) calendar days.
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In the event the Recipient is in breach of any provision of Applicable Law, or misuses the Award Amount funding in any way, it shall immediately, upon written demand from the County, repay all the funds previously received pursuant to this Agreement.

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16. **Assignment or Subcontracting.** The Recipient shall not assign, subcontract, or otherwise transfer its duties and/or obligations under this Agreement without the express written consent of the County.
17. **Purpose of Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.
18. **Complete Agreement.** This Agreement, and Exhibits A, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
19. **Survival Clause.** All rights, duties, and responsibilities of any party that either expressly or by their nature extend into the future, including warranties and indemnification, shall extend beyond and survive the end of the Agreement's term or the termination of this Agreement.
20. **Invalid/Unenforceable Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.
21. **Force Majeure.** Any delay or failure in the performance by either Party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, epidemics, explosions, riots, wars, hurricane, sabotage terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, labor strikes, that prevent the claiming Party from furnishing the materials or equipment, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this Agreement.

22. **Non-Beneficiary Contract.** Nothing expressed or referred to in this Agreement is intended or shall be construed to give any person other than the Parties to this Agreement or their respective successors or permitted assignees any legal or equitable right, remedy or claim under or in respect of this Agreement, it being the intention of the Parties that this Agreement and the transactions contemplated hereby shall be for the sole and exclusive benefit of such Parties or such successors and permitted assignees. The Recipient's suppliers or providers are not considered the Recipient's assignees and are not third-party beneficiaries.
23. **Notice.** Any and all correspondence or notices required, permitted, or provided for under this Agreement to be delivered to any Party shall be sent to that Party by either electronic mail or by first class mail. All such written notices shall be addressed as provided below. All correspondence shall be considered delivered to a Party as of the date that the electronic mail is sent, and receipt is confirmed by other party (if notice is provided by electronic mail) or when notice is deposited with sufficient postage with the United State Postal Service. A notice of termination shall be sent via electronic mail with confirmation of receipt or via certified mail to the address specified below. Notices shall be mailed to the following addresses:

If to County:

Hickman County Finance
Attn: Crystal Fitzgerald
114N. Central Ave, Suite 203
Centerville, TN 37033
Email: crystal.fitzgerald@hickmancountytn.gov

If to Recipient:

24. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile or PDF transmission shall constitute effective execution and delivery of this Agreement as to the parties hereto and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties hereto transmitted by facsimile or PDF shall be deemed to be their original signatures for all purposes.
25. **Certification of Authority to Sign Agreement.** The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to

sign this Agreement on behalf of the party they represent, and that this Agreement has been authorized by the party they represent.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS AGREEMENT ON THE DATE AND YEAR FIRST ABOVE WRITTEN.

Hickman County, Tennessee

By: _____, County Mayor
(Signature)

Name: Jim Bates Date: _____
(Print or Type)

Hickman County Schools Prevention Now

By: _____, _____
(Signature) Title

Name: _____ Date: _____

AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Ninth day of January in the year Two Thousand Twenty-Five
(In words, indicate day, month and year.)

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

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

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

Lyle Cook Martin Architects
310 Franklin Street, Suite B
Clarksville, Tennessee 37040

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

Project A: New Freestanding Vocational Education Building
Project B: Consumer Science Classroom Renovation

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

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

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

Init.

TABLE OF ARTICLES

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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.)

Project A

New Freestanding Vocational Education Building

This new Vocational Education Building shall be approximately 2,400 SF, shall be constructed of either wood frame or pre-engineered metal building system and shall generally be located near the existing green house building.

Project B

Consumer Science Classroom Renovation

The area of this building component measures approx. 1,368 SF.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

§ 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.)

Project A & Project B

Projected Budget = \$580,000.00 (+/-)

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

.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.)

Competitive Bid

§ 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.)

N/A

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 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 of Schools
115 Murphree Avenue, Centerville, TN 37033
john.mullins@hickmank12.org

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address, and other contact information.)

To Be Determined By School System

§ 1.1.9 The Owner shall retain the following consultants and contractors:

Init.

(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

N/A

.2 Civil Engineer:

Southern Consulting
1208 TN-47
Dickson, TN 37055

To be contracted directly with Owner. Approximate cost is \$12,000.00.

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:

(List name, address, and other contact information.)

Bradley A. Martin, III
Lyle Cook Martin Architects
310 Franklin Street, Clarksville, TN 37040
bmartin@lylecookmartin.com
(931) 552-4771

§ 1.1.11 The Architect 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:

K&S Engineering
124 Hillcrest Drive
Clarksville, TN 37043

.2 Mechanical Engineer:

Entech Engineering
5301 Virginia Way # 140
Brentwood, TN 37027

.3 Electrical Engineer:

Entech Engineering
5301 Virginia Way # 140
Brentwood, TN 37027

§ 1.1.11.2 Consultants retained under Supplemental Services:

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

N/A

§ 1.2 The Owner and Architect 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 Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect'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.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect 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 Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect 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 Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

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

§ 2.5 The Architect 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 Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than Two Million Dollars (\$ 2,000,000) for each occurrence and Two Million Dollars (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than Two Million Dollars (\$ 2,000,000) 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 Architect 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 Million Dollars (\$ 1,000,000) each accident, One Million Dollars (\$ 1,000,000) each employee, and One Million Dollars (\$ 1,000,000) 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 One Million Dollars (\$ 1,000,000) per claim and Two Million Dollars (\$ 2,000,000) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect 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 Architect'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 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect'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 Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect 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 Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect 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 Architect's written approval.

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

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

§ 3.2.2 The Architect 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 Architect 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 Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect 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 Architect 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 Architect 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 The Architect 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 Architect 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 Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect 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 Architect 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 Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the 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 Architect 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 Architect 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 Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect 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 Architect 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 Architect 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 Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the 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 Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect 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 Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 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,
- .4 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, upon the Owner's written authorization, the Architect shall, as an Additional Service, 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 Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 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,

- 4 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, upon the Owner's written authorization, the Architect shall, as an Additional Service, 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 Architect 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 Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect 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 Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect'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 Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect 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 Architect 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 Architect 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 Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect 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 Architect 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 Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect'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 Architect 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 Architect 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 Architect'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 Architect 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 Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect'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 Architect'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 Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect 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 Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect'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 Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect 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 Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect'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 Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect 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 Architect. The Architect'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 Architect 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 Architect shall review and respond to requests for information about the Contract Documents. The Architect 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 Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect 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 Architect 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 Architect 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 Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect 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 Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect'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 Architect 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 Architect 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 Architect 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 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	A
§ 4.1.1.2 Multiple preliminary designs	NP
§ 4.1.1.3 Measured drawings	O

Init.

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.4 Existing facilities surveys	O
§ 4.1.1.5 Site evaluation and planning	A
§ 4.1.1.6 Building Information Model management responsibilities	NP
§ 4.1.1.7 Development of Building Information Models for post construction use	NP
§ 4.1.1.8 Civil engineering	O
§ 4.1.1.9 Landscape design	NP
§ 4.1.1.10 Architectural interior design	A
§ 4.1.1.11 Value analysis	NP
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	NP
§ 4.1.1.13 On-site project representation	A
§ 4.1.1.14 Conformed documents for construction	A
§ 4.1.1.15 As-designed record drawings	NP
§ 4.1.1.16 As-constructed record drawings	Contractor
§ 4.1.1.17 Post-occupancy evaluation	NP
§ 4.1.1.18 Facility support services	NP
§ 4.1.1.19 Tenant-related services	NP
§ 4.1.1.20 Architect's coordination of the Owner's consultants	A
§ 4.1.1.21 Telecommunications/data design	O
§ 4.1.1.22 Security evaluation and planning	NP
§ 4.1.1.23 Commissioning	A
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	NP
§ 4.1.1.25 Fast-track design services	NP
§ 4.1.1.26 Multiple bid packages	NP
§ 4.1.1.27 Historic preservation	NP
§ 4.1.1.28 Furniture, furnishings, and equipment design	NP
§ 4.1.1.29 Other services provided by specialty Consultants	NP
§ 4.1.1.30 Other Supplemental Services	NP
	NP

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect 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 Architect 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 Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect 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 Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .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 Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

Init.

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Two (2) visits to the site by the Architect during construction per month
- .3 One (1) 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 One (1) 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 Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Architect, extension of the Architect'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 Architect. The Owner and the Architect 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 Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect'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, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect'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 Architect in this Agreement, or authorize the Architect to furnish them as an Additional

Service, when the Architect 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 Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

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

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect 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 Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect 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 to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or 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 estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect 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 Architect 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 estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect 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 estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect 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 Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect 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 Architect 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 Architect, 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 Architect shall 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 Architect 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 Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect 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.

§ 7.2 The Architect and the Architect'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 Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect'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 Architect shall obtain similar nonexclusive licenses from the Architect'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 Architect 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 Architect and Architect'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 Architect 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 Architect. Any unauthorized use of the

Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect'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 Architect 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 Architect 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 Architect 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 Architect, 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 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 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 Architect's services, the Architect 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 Architect 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 an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 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.)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: *(Specify)*

Init.

If the Owner and Architect 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 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(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 arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect 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 Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect 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 Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

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

Init.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect 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 Architect 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 Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect'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 Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect 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:

N/A

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

N/A

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect'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, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 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 Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect 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 Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect 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 Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect 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 Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect 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 Architect 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 Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

A. Vocational Education Building – Basic Services fee, shall be \$45,600.00.
(Paragraphs deleted)

B. Consumer Science Classroom Renovation shall be \$8,500.00.

§ 11.2 For the Architect'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 Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

N/A

§ 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 Architect as follows:
(Insert amount of, or basis for, compensation.)

Lyle Cook Martin Architects recommends the Owner hire the Civil Engineer independently in an effort to save mark-up costs. Approximate cost is \$12,000.00.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 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	Ten	percent (	10	%)
Design Development Phase	Twenty-Five	percent (	25	%)
Construction Documents Phase	Thirty-Five	percent (	35	%)
Procurement Phase	Five	percent (	5	%)
Construction Phase	Twenty-Five	percent (	25	%)
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 Architect 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 Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

N/A

Employee or Category	Rate (\$0.00)
N/A	N/A

§ 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 Architect and the Architect'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 Architect'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 Architect's consultants;

- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus One Point Two percent (1.2 %) of the expenses incurred.

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

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

N/A

§ 11.10 **Payments to the Architect**

§ 11.10.1 **Initial Payments**

§ 11.10.1.1 An initial payment of Zero (\$ 0) 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 Architect of (\$) 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 Architect'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 Architect's invoice. Amounts unpaid Thirty (30) 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 Architect.

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

%

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect 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.)

N/A

ARTICLE 13 **SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect 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 Architect.

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

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User Notes:

(928400947)

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect
.2 Building Information Modeling Exhibit, if completed:

N/A

- .3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this agreement.)

☐ Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

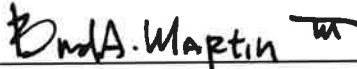
- .4 Other documents:
(List other documents, if any, forming part of the Agreement.)

Article 12 (attached)

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

OWNER (Signature)

John Mullins Director of Schools
(Printed name and title)



ARCHITECT (Signature)

Bradley A. Martin, III President
(Printed name, title, and license number, if required)

Init.

Article 12

- 12.01 Hourly Rates:
- | | |
|-----------------------------|-------|
| Principal Architect: | \$225 |
| Senior Staff Architect: | \$175 |
| Project Manager/Coordinator | \$140 |
| Production Level 4 | \$115 |
| Production Level 5 | \$100 |
| Administrative: | \$100 |
- 12.02 The Owner may, at his option, purchase additional Project Insurance to insure his interests or direct that the Architect purchase a project specific policy rider for a mutually agreed upon limit. Such rider shall remain in effect for four years following substantial completion and shall be a reimbursable expense to the Architect.
- 12.03 Under no circumstances shall any legal action be initiated by either party after four (4) years from the date of Substantial Completion, unless this Agreement shall be terminated earlier, in which case the date of Termination shall be the date on which such period shall commence.
- 12.04 The Architect shall prepare documents as defined under Basic Services or Additional Services, which are required for review by governmental agencies for approval for construction. The Architect shall make all reasonable efforts to satisfy the submittal requirements of these groups. However, the Architect shall not be responsible for a timely response by these agencies. Because requirements and meeting obligations with governmental authorities and agencies are unpredictable, design and engineering work required to obtain variances or waivers from governmental agencies, including "conditional use review" shall be performed as an Additional Service. Fees for the Architect's work shall not be detained or penalized due to unfavorable ruling(s) by such agencies.
- 12.05 The Owner, his successors and assigns agree to the fullest extent permitted by law, to indemnify and hold harmless the Architect, his officers, employees and consultants from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, remediation, abatement, or disposal of any hazardous or toxic substances, products or materials to include mold and mildew that exist at the project site whether liability arises under breach of contract, warranty, tort including negligence, strict liability, statutory liability or any other cause of action except for willful misconduct.
- 12.06 Built-in and attached finishes shall be specified by the Architect as a part of the Basic Services. Specific interior design services such as the research, recommendation and specification of furniture, special interior finish items, specific interior design coordination, signage, shelving and special casework design shall be available to the Owner by the Architect as an Additional Service.
- 12.07 Specialized consulting for acoustics, landscape design, telecommunications and audio/visual, signage design, graphic design, etc., if desired or required by the Owner shall be available to the Owner as an Additional Service.
- 12.08 The Owner shall appoint a single individual as the contact for the Project and directions from the Owner to the Architect shall be communicated only through this one appointed individual for all phases of the project.
- 12.09 Basic Services by the Architect shall be completed thirty (30) days after the Substantial Completion of the project by the Contractor. Work performed after this date shall be an Additional Service. The Architect recommends that the Owner secure a contract with the Contractor, which shall stipulate that Final Completion of the work shall occur no later than thirty days after Substantial Completion and that failing this, the Architect's additional compensation shall be by a contract deduction from the contract for construction.
- 12.10 Consequential Damages: Neither party shall be responsible or held liable for any indirect, incidental, special or consequential damages of any nature whatsoever, including, without limitation, liability for loss of use of property, loss of profits or other revenue, interest, loss of product, increased expenses or business interruption, however the same may be caused.
- 12.11 Inasmuch as the remodeling and/or rehabilitation of the existing structure requires that certain assumptions be made by the Architect regarding existing conditions, and because some of these assumptions may not be verifiable without the Client's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the Client agrees, to the fullest

extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this Project, excepting only those damages, liabilities or costs attributable to the sole negligence and willful misconduct by the Architect.

- 12.12 Site inspections, evaluations, cost estimates, additional designs, etc., as required by uncovering of unanticipated conditions or damage to the building requiring repair shall be considered as Additional Services per Article 3.
- 12.13 Site inspections, evaluations, cost estimates, additional designs, etc., as required by improper or non-conforming work by the Contractor shall be considered Additional Services and paid for by the Owner and such sum shall be deducted from the Contract for Construction by Change Order. This provision shall be included in the Contract Documents.
- 12.14 Certain design and operational and management conditions currently exist at the project site that are conducive to the presence and visible growth of mold and mildew. Recognizing that the Owner may elect to not pursue the extent of renovation or rehabilitation required to eliminate or lessen the presence of mold and mildew, the Owner, his successors and assigns agree to the fullest extent permitted by law and hold harmless the Architect, his officers, employees and consultants from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs concerned with the existence of mold and/or mildew at the project site whether liability arises under claims of design negligence, construction error, warranty, tort strict or statutory liability or any other cause other than willful misconduct.
- 12.15 80% of the fee is due upon completion of the Bidding/Negotiation Phase. The balance of the fee is due upon completion of the Contractor's work. (Substantial Completion)

Distance Learning and Telemedicine Grants

What does this program do?

DLT grants help rural communities use advanced telecommunications technology to connect to each other and the world, overcoming the effects of remoteness and low population density. We encourage you to consider projects that promote equity and economic opportunity in rural America, such as those that advance these key priorities:

- Rebuilding our rural economy
- Ensuring equitable access to - and benefits from - USDA Rural Development-funded programs
- Addressing the climate crisis

Who can apply?

Eligible organizations that provide education or health care services through telecommunications facilities can apply. Examples include:

- State and local governments
- Federally recognized Tribes
- Nonprofits and incorporated, for-profit businesses
- Groups of eligible entities working together

What is an eligible area?

The DLT program is meant for rural communities with populations of 20,000 or fewer.

How can funds be used?

Funds can be used to purchase or support:

- Audio, video, and interactive video equipment
- Broadband facilities used for distance learning or telemedicine (up to a certain percentage)
- Computer hardware, network components, and software
- Instructional programming

- Limited technical assistance and instruction on how to use distance learning and telemedicine equipment

What are some of the grant terms?

- Currently, this is a grant-only program. There is no DLT loan or loan-grant combination.
- Awards range from \$50,000 to \$1 million.
- A minimum 15 percent match is required and cannot come from another federal source.

How do we get started?

- Application windows are announced periodically. Information is available at this link: go.usa.gov/xzWYU.
- To learn more, email dlinfo@usda.gov or contact the General Field Representative that serves the state in which your proposed project is located. A list is available at this link: go.usa.gov/xhrux.

What governs this program?

7 CFR Part 1734, available at this link: go.usa.gov/xh2rE.

NOTE: Because information changes, always consult official program instructions or contact your local Rural Development office for help. A list is available at this link: <https://go.usa.gov/xJHPE>. You will find additional resources, forms, and program information at <https://rd.usda.gov>. USDA is an equal opportunity provider, employer, and lender.

February 2024



November 15, 2024

Mr. Steven George, Transportation Director
Hickman County Board of Education
115 Murphree Avenue
Centerville, Tennessee 37033

Dear Mr. George:

Per our conversation, we are currently under contract with Sourcewell for the purpose of supplying Blue Bird buses throughout the State of Tennessee. Using the Sourcewell published pricing, we can provide you with a 77-passenger Blue Bird Type C conventional school bus with diesel engine for \$149,776.00.

All you need to do to finalize the transaction is to issue a purchase order to us for the amount stated above and reference the Sourcewell contract number 063020-BBB. We will then order the bus through Sourcewell and provide any documentation necessary to finalize the order.

If you have any questions, please feel free to call me. Thanks for your business and I look forward to working with you.

Regards,

Paula Rieger
Regional Sales Manager

PR/sm



Sourcewell QUOTE

Sourcewell Contract Number 063020-BBB

SUBMITTED TO: Hickman County Board of Education
BUS TYPE, YEAR, MODEL:

2025 Blue Bird BBCV, Type C Diesel School Bus

BID PRICE: \$149,776.00

BID SUBMITTED BY: Central States Bus Sales, Inc.
303 Business Park Drive
Lebanon, TN 37090

State Dealer License # 14796 Federal ID #: 43-1051799

Contact Name: Paula Rieger Phone Number: (615) 466-5040
Regional Sales Manager

Signature: Paula Rieger

Date: November 15, 2024

We sincerely appreciate your business!

Blue Bird Body Company - Sales Quotation

Quote 237628 - Hickman County

Market	PLBT	Prod Code	Length	Capacity	Chassis	Wheelbase	Qty	Promise Date
US School Bus	BBCV	RG	3310	77	BB-BBCV	273.0	1	11/20/2025

Quoted To: Hickman County
115 Murphree Av
Centerville TN 37033

Quoted By: CENTRAL STATES BUS SALES, INC.

Quantity	Base Model / Feature	Description
1	BBCV 3310	B.B. CONVENTIONAL
Quote Id: 237628		Standard Options
1	00198-02	LATCH, LOCKING, DOOR BATTERY CMPT
1	00254	STEPWELL, NATL STDS, 1990
1	00374-01	RETAINER REAR EMERG DOOR
1	00983-12	PLYWOOD FLOOR 1/2IN THICK
1	00984	PLYWOOD FLOOR SCREWED DOWN
1	01485-07	INSULATION, BODY, FIBERGLASS
1	01507-04	HEADLINING, SOLID, DRVS/1ST ACOUSTIC
1	01561	EMERGENCY DOOR ARROWS
1	01922-02	DAYTIME RUN LGTS, W/ P/BRAKE DEACTIVATE
1	02230	DOOR SWITCH, STEPWELL LIGHT
1	02324	EXTERIOR SOLID NSBY
1	02325-18	LOGO, BIRD ONLY, VINYL, BLACK
1	02449-12	GALVALUME I/S PNL, FULL HEM, TEXTURIZED
1	02836-14	SEAT BELT, DRV, 3 PT, SINGLE RETRACT, BLACK
1	03183-01	VISOR, ACRYLIC, LEFT SIDE, ADJUSTABLE
1	03288	4 PC FLAT SHADED W/S
1	06266-01	UNDERCOAT, MODIFIED WAX, PREMIUM
1	30001	ACCESSORY POWER SOCKET W/CAP, BATTERY
1	30102-15	LIGHTS, CL/MK, LED, 2 AMBER, 2 RED
1	30103-10	LIGHTS, ID, GROMMET MOUNT, LED
1	30105-10	LIGHTS, MKR, LED, INTERMEDIATE
1	30109-01	PRE-TRIP EXTERIOR LIGHT TEST
1	30116-05	LIGHTS, DIRECTIONALS, RR, AMBER LED
1	30123-02	HEADLAMPS, LED
1	30151-01	LIGHTS, DOME, 15 CANDLEPOWER
1	30158-07	DOME, SINGLE SWITCH CONTROL
1	30173-06	LIGHT, 4" LED, STOP/TAIL, VANDAL RESIST
1	30175-03	LIGHT, 7" STOP/TAIL, LED
1	30199-01	SYSTEM, WARN, 8-LGT, SEQ
1	30201-01	SEQUENCE, W/L SYSTEM, SEQUENTIAL
1	30210-01	SWITCH, W/L MASTER, LOC, LH
1	30210-03	SWITCH, W/L START, LOC, LH
1	30210-09	LIGHTS, PILOT, W/L SYSTEM, LOC, LH
1	30211-03	CONTROLS, CONFIG, W/L, OPT #3, 8-LGT, LH
1	30218-02	SWITCH, W/L, MASTER, GREEN PILOT
1	30225-01	SWITCH, W/L START, MANUAL
1	30228-02	INDICATOR, W/L SYSTEM, AMBER/RED
1	30295-05	LOCATION, STOP ARM, FRONT
1	30316-01	WIRING, W/L SYSTEM, 14 GA
1	30321-01	LIGHT, SWITCH PANEL, CHASSIS CTRL

1	30331-01	CIRCUIT PROTECTION,FUSES
1	30386-05	PAINT,CHASSIS,GRILLE,SURROUND SILVER,CV
1	30400-01	PAINT, INTERIOR, ASTRO WHITE
1	30430-02	VINYL,REFL,RR EMER DR YELLOW,3M
1	30484-17	MIRROR,CROSSVIEW,EYE-MAX LP
1	30529-02	3" REFLECTOR,STANDARD,3M DIA GRADE
1	30905-04	DASH,GLOVE BOX
1	30945-12	BODY CONSTRUCTION FM/CMVSS 221
1	30960-06	STEPWELL, GALVANIZED
1	30977-02	DOOR,ENTRANCE,OUTWARD OPENING
1	31015-02	DOOR,EMERGENCY,REAR,2 WINDOW
1	31021-01	COVERING,FLOOR,RUBBER,BLACK
1	31024-02	TRIM,AISLE,ALUMINUM
1	31026-02	STEPTREAD,VINYL,RIBBED
1	31027-01	STEPTREAD,VINYL,BLACK
1	31049-01	HANDRAIL,ENT DR,BARRIER 3.25 - 5.25
1	31114-01	END CAP,RUB RAIL,STAMPED STEEL
1	31156-06	LIGHT,STEPWELL,LED
1	31166-01	MARKER LGT CONTROL,STEPWELL LGT
1	31184-01	GLASS,RR EMER DR,LWR,CLR,TEMP
1	31185-01	GLASS,RR EMER DR,UPR,CLR,TEMP
1	31187-01	GLASS,REAR VISION,CLR,TEMP
1	31188-01	GLASS,ENT DR,LOWER,CLR,TEMP
1	31189-01	GLASS,ENT DR,UPPER,TEMPERED
1	31200-47	WINDOW ASSY,DRVR,CLEAR,TEMP
1	31201-03	BUZZER,REAR EMERG DOOR
20	31202-31	WINDOW,S/S,12",TEMP,CLEAR
1	38105-33	CAMERA,SYSTEM,FRT/RR VIEW,EXTERIOR
1	40048-02	LUBRICATION,OIL,PETROLEUM,AXLE
1	40086-04	BUMPER,REAR,STEEL
1	40088-06	BUMPER,FRONT,STEEL 15IN
1	40097-04	COLUMN,STEER,TILT/TELESCOPE,DOUG AUTOTEC
1	40098-01	CRUISE CONTROL
1	40111-02	FLUID,TRANSMISSION,SYNTHETIC
1	40111-11	ANTIFREEZE,ES COMPLEAT,CUMMINS (BLUE)
1	40141-03	BATTERY COMPARTMENT,SLIDER TRAY,CHAS MTD
1	40142-01	SWITCH,BATTERY DISCONNECT
1	40171-09	GOVERNOR,ROAD SPEED,75 MPH
1	40215-18	EXHAUST,PRIMARY,SING CAN A/T,CUM
1	40233-23	FILTER,FUEL,DCM MOUNTED
1	40280-04	GAUGE,SPEEDOMETER, MILES
1	40356-13	TIRE,KUMHO,11R22.5,LRH,KRS12E
1	40390-14	BALANCE FRONT WHEELS
1	40432-14	TRANS,ALLISON,2500PTS 5 SPD
1	40440-23	WHEELS,STEEL,8.25X22.5,BLK,5HH

Quote Id: 237628		Optional Features
		----- CHASSIS -----
1	30058-05	PUMP, HEATER WATER
1	40000-12	AXLE, STEER, HENDRICKSON NXT, 12000 LB
1	40004-10	SUSP, AIR, FRT, HENDR, AIRTEK 10000
1	40005-06*	SUSPENSION, AIR, REAR, HENDRICKSON, 23.5K
1	40018-56	AXLE, REAR, 23K LBS, 5.29
1	40051-07	BRAKE INTERLOCK, PARKING, AIR BRAKES
1	40052-03	ADJ, SLK, AUTO, MERITOR
1	40053-03	CHAMBERS, BRAKE, AIR, WABCO
1	40070-06	BRAKES, AIR, MERITOR, 5"FRT/7"RR
1	40076-01	BRAKES, ANTI-LOCK (ABS), AIR
1	40081-01	DRYER, AIR, BENDIX AD-9
1	40108-04	HOSE, COOLANT, RUB, PREM, W/CONST TRQ CLAMP
1	40134-07	ALTERNATOR, LEECE-NEVILLE, 240 AMP, AVI 160
1	40142-06	BATTERIES, GROUP 31, THREE
1	40165-07	TORQUE MGNT, SPL070 DRIVELINE
1	40168-01	HEATER, ENGINE BLOCK, INTERNAL, 750W
1	40179-80	ENG, CUM B6.7, DSL, 220HP@600LB-FT, EPA
1	40213-10*	ENGINE EMISSIONS CONTROL, EPA, 2025
1	40216-02	T/PIPE, THROUGH BUMPER
1	40241-02	FUEL SYSTEM, DSL, 100 GAL BFR RH FILL
1	40411-01	TOW HOOKS, FRONT
1	40411-02	TOW HOOKS, REAR
		----- BODY -----
1	00505-05	FUEL TANK DOOR, SPRING-LOADED, LOCKING
1	02683	EXTEND SEAT RAIL
1	03110	GRIP HANDLES
1	03110-01	STEP, COWL, FOLDING
1	03470-12	77 IN HEADROOM CONVENTIONAL
2	30030-29	VENT, ADVANTAGE, STANDARD
1	30056-01	HOSE, HTR, SILICONE, W/CT CLAMPS
1	30060-21	HEATER, 80K, LH, REAR, F/M
1	30245-06	GUARD, STROBE LIGHT
1	30292-05	CONTROL ARM, CROSSING, AIR, POLY
1	30296-18	S/ARM, AIR, H/I, REFL, LED, STROBE
1	30298-01	ALERT SYSTEM, REAR, MOTORIST
1	30450-01	DECAL, CLEAN IDLE, EPA ONLY
1	30456-08	MIRROR, REARVIEW, INT 6X30, W/MONITOR
1	30482-13	HEATED MIRROR, EXT, 15 MIN TIMER, REM CTRL
1	30483-28	MIRROR, ROSCO, ACCUSTYLE, 8X17, DETENT
1	30796-07	SEAT, DRVR, NATIONAL, AIR, MORD, CHOCO
1	30797-01	ARMREST, RH, DRIVER, SEAT, NATIONAL
1	30797-02	ARMREST, LH, DRIVER, SEAT, NATIONAL
2	30857-52	UPH, FIRE BLOCK, BROWN, BARRIER
1	30905-05	CONSOLE MOUNT, ARM REST
1	30959-03	PANEL, SIDE, 16 GA, 19 3/4 SKIRT
1	30978-07	DOOR CONTROL, AIR PWR, LATCH SW, 3-POS
4	31193-25	WINDOW, S/S, P/O, 12", TEMP, CLEAR
		----- ELECTRICAL -----
2	30029-01	WIRING, VENT, ROOF HATCH, BUZZER
1	30117-21	LIGHTS, DIR/MKR, SIDE, LED, FRT, BELT
1	30120-05	LGTS, DIR, FRT AMBER, FENDER MNT, LED
1	30121-03	WIRING, DIR, SIDE, FRONT, BELTLINE
1	30176-09	LIGHT, 7 INCH BACKUP, LED

1	30184-01	ARM CONDITION,PTI,NOT ACC MAINTAINED
1	30185-05	MONITOR,POST TRIP INSPECT,BLUE BIRD D01
1	30186-01	ARMING,PTI,WARNING LIGHTS
1	30187-02	ALARM CONDITION,PTI,1 MINUTE TIMED
1	30188-01	ALARM INDICATION,PTI,HEADLIGHTS & HORN
1	30196-05	HOODS,WARNING LIGHTS,INDIVIDUAL
1	30200-19	LIGHTS,WARN,LED,8-LGT,AMB/RED
1	30210-17	SWITCH,DOOR CONTROL,LOC,LH
1	30244-02	LOCATION,STROBE,4 FEET FROM REAR OF ROOF
1	30245-10	LIGHT,STROBE,SELF-CONT,LED,CLEAR
1	30246-03	CONTROL,STROBE,S/CONT,W/PILOT
1	30260-25	RADIO,AM,FM,MP3,USB,SD,MMC,BT WITH PA
1	30269-06	SPEAKER,DLX,8 SPKR SYS W/WIRING
1	30269-12	SPEAKER,O/S,UNDER HOOD W/WIRING
1	30286-01	WIRING,CROSSING ARM,AIR
1	30297-10	WIRING,S/ARM,AIR W/INDEP FLSHR
1	30310-02	HORN,BACKING SAFETY,112 DB
1	30316-06	WIRING,W/L,LED STROBING
4	31201-10	WIRING,P/O WINDOW,DRS BUZ ONLY
1	40453-02	ELECTRONIC STABILITY CONTROL
1	40493-16	PROGRAM,TCM,F/S 2.0,GHG
		----- PAINT -----
1	02330-03	PAINT DESIGN,BRIGHT WHITE ROOF,12.5 IN
4	30365-01	LETTERING,EMERGENCY EXIT,ABOVE EXIT
1	30365-02	LETTERING,EMERGENCY DOOR,ABOVE EXIT
5	30366-01	LETTERING,EMERGENCY,INTERIOR,VINYL,BLACK
5	30366-02	LETTERING,EMERGENCY,EXTERIOR,VINYL,BLACK
1	30385-05	PAINT,RUBRAILS ONLY,FULL WIDTH BLACK
1	30395-02	BACKGROUND,WARN LGT,3" BLACK
4	30430-04	VINYL,REFL,P/O WINDOW YELLOW,3M
1	30430-07	VINYL,REFL,2IN SIDE YELLOW,3M
1	30430-08	VINYL,REFL,1.75 IN RR YELLOW,3M
1	30430-62	VINYL,REFL,SB SIGN,FRT/RR YELLOW
1	30883-03	DECAL,BATTERY DISCONNECT SWITCH,RED
		----- SEATS -----
1	30815-02	CUTTER,SEAT BELT,TIE-TECH
2	30820-09	BARRIER, 39 INCH HIGH BACK
26	30852-03	MODULE,SEAT,COLOR,BROWN
1	30869-01	SEAT,26,3PT,2PASS,REAR,FM,IMMI,SBR-U
24	30869-03	SEAT,39,3PT,3PASS,GM-FM,IMMI,SBR-I
1	30869-04	SEAT,39,3PT,3PASS,FM,IMMI,SBR-U
		----- ACCESSORIES -----
1	00161	EMERGENCY EQUIPMENT CMPT,UPR FRONT
1	00575	FLAPS FRONT RUBBER
1	00586	FLAPS REAR WITH BB LOGO
1	00661-01	FE 5 LB DRY W/HOSE (DRIVERS CPT)
1	00754	TRIANGULAR WARNING DEVICE FLOOR
1	30600-01	FAK,MULTI-STATE,POLY
1	30675-01	BODY FLUID KIT,TENNESSEE
1	31300-24*	WARRANTY, GOLD 5/10
1	31300-61*	WARRANTY,TOWING,5 YEAR
		----- INTERIOR -----
1	30026-02	FAN,AUXILIARY,UPPER LEFT,6"
1	30026-03	FAN,AUXILIARY,UPPER CENTER,6"
		----- EXTERIOR -----
1	00600	FENDERS REAR RUBBER

Quote Id: 237628		Dealer Options
0		
Quote Id: 237628		Customer Charges
1	1	REI Camera System
1	2	Two way radio
1	3	Aftermarket AC
Quote Id: 237628		Additional Charges
1		COMM SURCHARGE
1		FLOORING-ASSISTANCE
1		FX-ADJUSTMENT
1		FX-PROGRAM
1		MODEL YEAR INCREASE
1		PR MODEL YR INCREASE
1		PRICING-INCENTIVE
Quote Id: 237628		Dealer Incentives

* Indicates a non-discountable option

Quote Id: 237628		Additional Feature Information
3060001	FAK,MULTI-STATE,POLY User Location: front bulkhead	
3085203	MODULE,SEAT,COLOR,BROWN Vendor Feature: 3086901, SEAT,26,3PT,2PASS,REAR,FM,IMMI,SBR-U Category: Fire-Block, Fire-Block Color Code A: BROWN, Size: Fire-Block, Fire-Block	
3085203	MODULE,SEAT,COLOR,BROWN Vendor Feature: 3086901, SEAT,26,3PT,2PASS,REAR,FM,IMMI,SBR-U Category: Fire-Block, Fire-Block Color Code A: BROWN, Size: Fire-Block, Fire-Block	
3085203	MODULE,SEAT,COLOR,BROWN Vendor Feature: 3086901, SEAT,26,3PT,2PASS,REAR,FM,IMMI,SBR-U Category: Fire-Block, Fire-Block Color Code A: BROWN, Size: Fire-Block, Fire-Block	
3085203	MODULE,SEAT,COLOR,BROWN Vendor Feature: 3086901, SEAT,26,3PT,2PASS,REAR,FM,IMMI,SBR-U Category: Fire-Block, Fire-Block Color Code A: BROWN, Size: Fire-Block, Fire-Block	
3085203	MODULE,SEAT,COLOR,BROWN Vendor Feature: 3086903, SEAT,39,3PT,3PASS,GM-FM,IMMI,SBR-I Category: Fire-Block, Fire-Block Color Code A: BROWN, Size: Fire-Block, Fire-Block	
3085203	MODULE,SEAT,COLOR,BROWN Vendor Feature: 3086903, SEAT,39,3PT,3PASS,GM-FM,IMMI,SBR-I Category: Fire-Block, Fire-Block	

Color Code A: BROWN,
Size: Fire-Block, Fire-Block

3085203 MODULE, SEAT, COLOR, BROWN
Vendor Feature: 3086903, SEAT, 39, 3PT, 3PASS, GM-FM, IMMI, SBR-I
Category: Fire-Block, Fire-Block
Color Code A: BROWN,
Size: Fire-Block, Fire-Block

3085203 MODULE, SEAT, COLOR, BROWN
Vendor Feature: 3086903, SEAT, 39, 3PT, 3PASS, GM-FM, IMMI, SBR-I
Category: Fire-Block, Fire-Block
Color Code A: BROWN,
Size: Fire-Block, Fire-Block

3085203 MODULE, SEAT, COLOR, BROWN
Vendor Feature: 3086904, SEAT, 39, 3PT, 3PASS, FM, IMMI, SBR-U
Category: Fire-Block, Fire-Block
Color Code A: BROWN,
Size: Fire-Block, Fire-Block

3085203 MODULE, SEAT, COLOR, BROWN
Vendor Feature: 3086904, SEAT, 39, 3PT, 3PASS, FM, IMMI, SBR-U
Category: Fire-Block, Fire-Block
Color Code A: BROWN,
Size: Fire-Block, Fire-Block

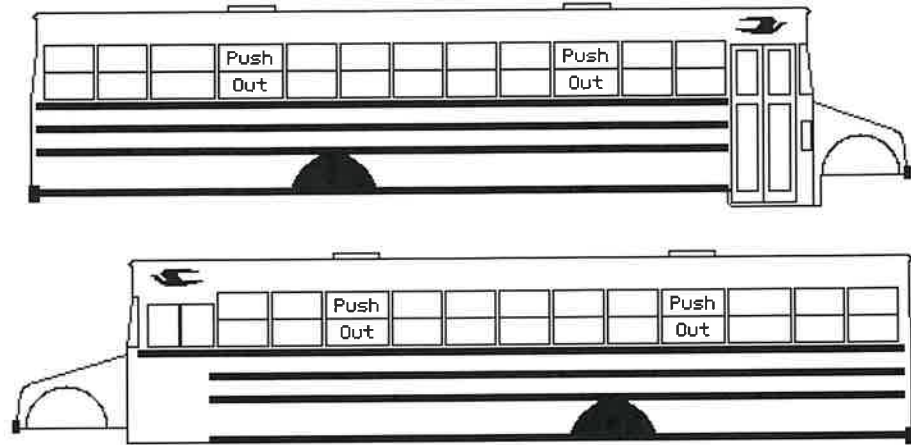
3085203 MODULE, SEAT, COLOR, BROWN
Vendor Feature: 3086904, SEAT, 39, 3PT, 3PASS, FM, IMMI, SBR-U
Category: Fire-Block, Fire-Block
Color Code A: BROWN,
Size: Fire-Block, Fire-Block

3085203 MODULE, SEAT, COLOR, BROWN
Vendor Feature: 3086904, SEAT, 39, 3PT, 3PASS, FM, IMMI, SBR-U
Category: Fire-Block, Fire-Block
Color Code A: BROWN,
Size: Fire-Block, Fire-Block

Quote Id: 237628	Lettering / Bus Number
Lettering BLBS	Black Lettering 6"
Bus Numbers	Hickman County Schools 25-
Locations/Color/Size	BELT LINE BEHIND ENT DOOR / Black / 6" letters BELT LINE BEHIND STOP ARM / Black / 6" letters TAG EMBOSS, RH REAR / Black / 6" letters CENTER OF FRONT HOOD (CV,A1,B2) / Black / 6" letters

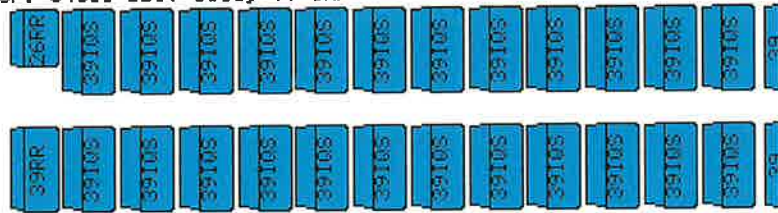
Quote Id: 237628	Body Plan / Seat Plan Information
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Body Plan: 5014678

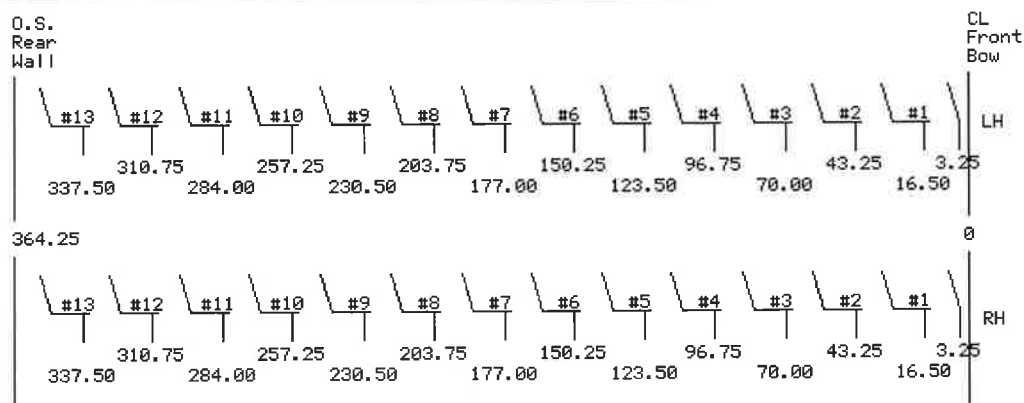


Seat Plan: 34036

SP: 34036 BBCV 3310, 77 CAP



Quote Id: 237628	Seat Plan Spacing Chart
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Row RH Seats LH Seats

1	39ICVQS	39ICVQS
2	39ICVQS	39ICVQS
3	39ICVQS	39ICVQS
4	39ICVQS	39ICVQS
5	39ICVQS	39ICVQS
6	39ICVQS	39ICVQS
7	39ICVQS	39ICVQS
8	39ICVQS	39ICVQS
9	39ICVQS	39ICVQS
10	39ICVQS	39ICVQS
11	39ICVQS	39ICVQS
12	39ICVQS	39ICVQS
13	39ICVQSRR	26ICVQS

Dimensions are to center line of front mounting hole.

LH Seat Spacing: 26.75
 LH Knee Clearance: 24.75

RH Seat Spacing: 26.75
 RH Knee Clearance: 24.75

BBCV 3310

BBCV3310 IMMI 3PT

DO NOT SCALE

Capacity	77
Seat Plan #	34036
Wheelbase	273.0

Hickman County Board of Education

Budget Amendment No. 21

Federal Programs (142)

February 3, 2025

Account	Description	Debit	Credit	Justification
72210 - 790 - - 601	Other Equipment	\$ 11,565.00		To bring Title V into agreement with approved ePlan budget
71100 - 189 - - 601	Other Salaries & Wages		\$ 10,000.00	
71100 - 201 - - 601	Social Security		765.00	
71100 - 204 - - 601	State Retirement		800.00	
	TOTALS	\$ 11,565.00	\$ 11,565.00	

Approved:

Attest:

Board Chair

John Mullins

Hickman County Board of Education

Budget Amendment No. 22

Federal Programs (142)

February 3, 2025

Account	Description	Debit	Credit	Justification
47309 - - - 959	Revenue	\$ 88,000.00		High Quality Literacy Implementation Network Grant
71100 - 429 - - 959	Instructional Supplies		12,500.00	
72210 - 399 - - 959	Other Contracted Services		73,000.00	
72210 - 524 - - 959	InService		2,500.00	
	TOTALS	\$ 88,000.00	\$ 88,000.00	

Approved:

Attest:

Board Chair

John Mullins

Hickman County Board of Education
Budget Amendment No. 23
General Purpose (141)
February 3, 2025

Account	Description	Debit	Credit	Justification
72810 - 499 - 72810 - 499 - SS	Other Supplies Other Supplies	\$ 4,000.00	\$ 4,000.00	To track expenditures relating to donations
	TOTALS	\$ 4,000.00	\$ 4,000.00	

Approved:

Attest:

Board Chair

John Mullins

Hickman County Board of Education
Budget Amendment No. 24
General Purpose (141)
February 3, 2025

Account	Description	Debit	Credit	Justification
46790 71300 - 599 -	Other CTE Revenue Other Charges	\$ 16,779.87	\$ 16,779.87	Revenue from TCAT's
	TOTALS	\$ 16,779.87	\$ 16,779.87	

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: January 2025

1st reading:

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

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

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

2nd reading:

5.116 Staff Positions- TSBA recommends updating policy 5.116. This policy contains some outdated information that no longer aligns with current law. On page 2, lines 17-21, the policy states that a teacher may be taken off the preferred list for reemployment after two years. TCA 49-5-511 states that teachers have the right to remain on that list until (1) either they accept an offer for a comparable position within the LEA, or (2) the teacher rejects four bona fide offers. Recommended changes are noted on the policy

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834



The following policies are up for review.

Up for Review:

- 5.200 Separation Practices for Tenured Teachers
- 5.201 Separation Practices for Non-Tenured Teachers
- 5.202 Separation Practices for Non-Certified Employees
- 5.203 Recommendations and File Transfers
- 5.300 Short-Term Leaves of Absence
- 5.301 Emergency and Legal Leave
- 5.302 Sick Leave
- 5.303 Personal and Professional Leave
- 5.304 Long-Term Leaves of Absence
- 5.3041 Long-Term Absence for Support Personnel
- 5.305 Family and Medical Leave

Up for Discussion:

- 3.218.2 Use of AKC-Trained Dogs**

Thank you for your careful consideration of these policies.

Hickman County Board of Education

	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 10/21/24
		Rescinds: 4.600	Issued: 08/05/24

The director of schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.¹

The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented.² These guidelines shall be communicated annually to students and parents/guardians.¹

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Grading floors with a minimum above zero are not permitted.³ This grading system shall be uniform throughout the school district for each grade.

The following high school courses will have weighted grades:

Honors English (Grades 9-12)	Trigonometry
Honors Biology I and II	Honors Algebra II
Honors Physical Science	Honors Geometry
Honors Chemistry	Dual Enrollment College Courses
Honors Physics	Honors American History

Honors Anatomy

Honors Algebra I

Calculus

SDC SAILS Statistics

*Dual Enrollment TCAT

SDC Pre-Calculus

~~*Taught with college curriculum standards are eligible for rigor points~~

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

Student Absent for State Mandated Exams:

1. If a student taking high school assessed subjects is absent, the student will receive a zero or incomplete. If the student is allowed to make up the exam, he or she will do so during the next scheduled administration. A locally-created exam cannot be administered in lieu of a state exam.
2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered a defined part(s) of any content area or all of the content areas, the student must take an alternate exam approved by the Chief Academic Officer to substitute for the corresponding content not tested.

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

Failure to complete the alternative assessment before the end of the spring semester shall result in the student receiving a grade of zero which shall be counted for fifteen (15%) percent of a student's final grade for the spring semester.

Conduct shall be marked as follows:

E.....Excellent
S.....Satisfactory
U.....Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades.

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

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

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

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

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

22 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³**

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

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

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

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

36 **LOTTERY SCHOLARSHIP DAY**

- 1 Each school year, prior to scheduling courses for the following school year, schools teaching students
2 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
2. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
3. [TCA 49-4-904, 905, 907; Public Acts of 2024, Chapter No. 1005](#)
4. [TCA 49-4-932\(f\)](#)

Cross References

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602
Promotion and Retention 4.603
Transcript Alterations 4.608

Hickman County Board of Education

	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 08/05/24
		Rescinds: 4.603	Issued: 12/04/23

PROMOTION¹

The director of schools/designee shall promote students to the next grade level based on the successful completion of required academic work and on the satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP).²

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:¹

1. The student's ability to perform at the current grade level;
2. The results of local assessments, if applicable;
3. State assessments, as applicable;
4. Home Literacy Reports;³
5. The overall academic achievement of the student;
6. The student's chance for success with more difficult material if promoted to the next grade;
7. Attendance; and
8. Social and emotional maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:⁴

1. Date of enrollment;

2. Additional information acquired after results of local assessment, screening, or monitoring are released; or
3. Decisions made by a student's IEP team or extenuating medical or psychological information on a case by case basis.

VOLUNTARY RETENTION

A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain his/her student in the current grade level if:

1. The student has a documented academic or behavioral delay; and
2. The parent/guardian believes that retention may benefit the student.⁵

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS⁶

When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade will include additional requirements for promoting students in these grades. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third and fourth grade.⁷

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.⁸

1 RETENTION⁷

2 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP
3 team, such retention is in the best interest of the student or when retention is required per additional
4 requirements for students in third and fourth grade. However, a student shall not be retained more than
5 once in any grade.

6 *Decision of Retention*⁹

7 If a student is retained, the director of schools/designee shall develop an individualized academic
8 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
9 the plan shall be provided to the student's parent/guardian within ten (10) days of its development.
10 This plan shall include at least one of the following strategies:

- 11 1. Adjustment to the current instructional strategies or materials;
- 12
- 13 2. Additional instructional time;
- 14
- 15 3. Individual tutoring outside of school hours;
- 16
- 17 4. Modification to the student's classroom assignment to ensure the student receives
18 instruction from a highly effective teacher; or
- 19
- 20 5. Attendance or truancy interventions.

21 The director of schools shall develop procedures to ensure proper monitoring of students who are
22 retained and appropriate recordkeeping.

23 For the purpose of determining the effectiveness of retention toward improving student achievement,
24 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at
25 least three (3) times during the school year in which the student is retained.

26 *Decision of Retention – Third Grade*¹⁰

27 Third grade students shall not be promoted to the next grade unless they are determined to be
28 proficient (i.e., receive a performance level rating of "Met" or "Exceeded") in English language arts
29 (ELA) based on the student's most recent TCAP test.

30 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 31 1. A student in third grade receiving a performance level rating of "approaching" on the ELA
32 portion of the student's most recent TCAP test may be promoted if:
 - 33 a. The student is an English language learner and has received less than two (2) full years
34 of ELA instruction;
 - 35 b. The student was previously retained in grades K-3;

- c. The student is retested before the next school year and scores proficient in ELA;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
 - e. The student receives tutoring for the entirety of the next school year in accordance with state law.
 - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.
2. A student in third grade receiving a performance level rating of "below" on the ELA portion of the student's most recent TCAP test may be promoted if:
- a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA; or
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

Decision of Retention – Fourth Grade¹⁰

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

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

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

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

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

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

Decision of Retention – Students with Disabilities¹¹

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

APPEALS^{8,12}

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

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in accordance with state law.¹³

Legal References

1. [20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16\(7\)\(e\); Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date: 12/09/24
		Rescinds: 5.118	Issued: 11/07/22

1 General

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹

3 The Director of Schools/designee shall develop any necessary corresponding procedures.

4 APPLICANTS AND EMPLOYEES

5 To ensure the safety and welfare of students and staff, the district shall require criminal history
6 background checks and fingerprinting of applicants for teaching positions and any other positions that
7 require proximity to children. Further, applicants who (1) have been identified by the Department of
8 Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child
9 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are
10 listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall
11 not be employed.²

12 Applicants and current employees shall be entered into the federal RAP back program.³ Notice of the
13 following shall be provided :

14 1. Possible fees charged by the Tennessee Bureau of Investigation; and

15
16 2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau
17 of Investigation for all purposes and uses authorized for fingerprint submission.

18 Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants.
19 The Board shall reimburse applicants if the position is offered and accepted.

20 CONTRACTORS & VOLUNTEERS

21 To ensure the safety and welfare of students and staff, the district shall require criminal history
22 background checks and fingerprinting of contractors, and volunteers and any other positions that require
23 proximity to children. Any costs incurred to perform these background checks and fingerprinting shall
24 be paid by the applicant. The Board shall reimburse the applicant if the position is offered and
25 accepted.⁴

26 Background checks shall be required of the individuals listed above at least once every five (5) years
27 after the initial background check.¹

1 **USE AND DISSEMINATION**

2 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
3 criminal history record checks for non-criminal justice purposes.⁵ The director of schools shall ensure
4 the Originating Agency Identifier number is on file at all times.

5 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be
6 solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered
7 confidential and only accessible to district personnel identified by the director of schools. CHRI shall
8 only be accessed by authorized personnel in the performance of their duties and shall never be released
9 to the public.

10 All persons directly associated with the accessing, maintaining, processing, dissemination or
11 destruction of CHRI must sign an awareness statement and shall indicate that they have been specially
12 trained on the subject. The training shall provide those with access to criminal history record
13 information with a working knowledge of federal and state regulations and laws governing the security
14 and processing of criminal history information. The director of schools is responsible for ensuring that
15 authorized personnel receive such training within 60 days of employment or job assignment and every
16 three years.

17 **RETENTION AND SECURITY**

18 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas
19 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the
20 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The
21 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,
22 and/or destroy CHRI.

23 **DISPOSAL OF CHRI**

24 When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering
25 the information unreadable. Record destruction must be conducted under the supervision of the
26 director of schools.

27 **MISUSE**

28 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
29 including termination. Any employee with knowledge of misuse shall immediately report a violation to
30 the director of schools.

Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\); TCA 49-5-403;](#)
[TCA 49-5-413\(a\)\(2\), \(e\)](#)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

Cross References

School Volunteers 4.501
Application and Employment 5.106
Substitute Teachers 5.701



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: January 2025

1st reading:

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

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

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

2nd reading:

5.116 Staff Positions- TSBA recommends updating policy 5.116. This policy contains some outdated information that no longer aligns with current law. On page 2, lines 17-21, the policy states that a teacher may be taken off the preferred list for reemployment after two years. TCA 49-5-511 states that teachers have the right to remain on that list until (1) either they accept an offer for a comparable position within the LEA, or (2) the teacher rejects four bona fide offers. Recommended changes are noted on the policy

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The following policies are up for review.

Up for Review:

- 5.200 Separation Practices for Tenured Teachers
- 5.201 Separation Practices for Non-Tenured Teachers
- 5.202 Separation Practices for Non-Certified Employees
- 5.203 Recommendations and File Transfers
- 5.300 Short-Term Leaves of Absence
- 5.301 Emergency and Legal Leave
- 5.302 Sick Leave
- 5.303 Personal and Professional Leave
- 5.304 Long-Term Leaves of Absence
- 5.3041 Long-Term Absence for Support Personnel
- 5.305 Family and Medical Leave

Up for Discussion:

- 3.218.2 Use of AKC-Trained Dogs**

Thank you for your careful consideration of these policies.

Hickman County Board of Education			
	Descriptor Term: Staff Positions	Descriptor Code: 5.116	Issued Date: 11/07/22
		Rescinds: 5.116	Issued: 08/03/20

1 **CREATION OF POSITION**

2 All staff positions shall be approved through the budget process in accordance with an organizational
3 plan submitted by the director of schools.¹ Before an additional position is established, the director of
4 schools will present to the Board a job description, job title, qualifications, performance
5 responsibilities and the method by which the performance of these responsibilities will be evaluated.
6 This information will be provided to the board in writing before being placed in budget for approval.

7 The director of schools may revise the organizational plan as long as budgetary amounts are not
8 exceeded, and board policy is not violated. In the event of reorganization, the director of schools will
9 adhere to all applicable reduction in force guidelines and will inform, in a timely manner, each member
10 of the board of the change and include the change in the director's report at the next board meeting. If
11 change in personnel creates additional encumbrance on a future budget, prior approval of the Board is
12 required.

REDUCTION IN FORCE

14 When it becomes necessary to reduce the number of positions in the system because of a decrease in
15 enrollment or for other good reasons, the Board shall abolish the positions. The board or the director of
16 schools, as appropriate, shall dismiss such employees as may be necessary.²

17 **Licensed Personnel**

18 Reductions in staff will be made according to which have the least detrimental effect on children. In
19 general, this objective dictates a staff reduction policy which:

- 20 1. Retains the most effective teachers;
- 21 2. Avoids undue increases in class size; and
- 22 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

23 The elimination of a position does not necessarily mean the person occupying the position will be
24 dismissed. When an employee is released, the director of schools shall make the decision about which
25 employee shall be released and to justify the recommendation based upon a composite of the following
26 criteria:

- 27 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
28 evaluation;
- 29 2. Adaptability to other assignments (academic and extracurricular);
- 30 3. Evidence of professional growth as well as specialized or advanced training;
- 31 4. Previous history of grade levels and subject areas taught; and

5. Type, length and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.

Non-Licensed Personnel

When a non-licensed employee is released because of a reduction in the number of support positions, the director of schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.³

RECALL

The director of schools shall maintain a preferred re-employment list for tenured teachers whose position is abolished.³ The fitness of any teacher for re-employment shall be determined on the basis of the teacher's competence, compatibility and suitability to properly discharge the duties required by the position with consideration for the best interests of the students in the school where the vacancy exists.

It shall be the responsibility of the separated teacher to notify the director of schools in writing of his/her availability and current address. A professional employee who is placed on the preferred re-employment list and subsequently refuses the offer of a comparable position will be removed from the preferred list.⁴

~~Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall, by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from the list. The director shall send the notice to the last known address of the teacher. A teacher who wishes to remain on the preferred list for re-employment after the second year shall notify the director of schools in writing by April 15 of the second year and each subsequent year of his or her desire to remain on the preferred list for re-employment.~~

Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated but shall not receive benefits for the period of the layoff.

Legal References

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(c); TCA 49-2-301(b)(1)(CC); TCA 49-5-511(b)(1).
3. TCA 49-5-511(b)(1)–(4)
4. TCA 49-5-511(b)(4)

Cross References

Recruitment of Employees 5.105
Supervision 5.108

Hickman County Board of Education			
	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 12/05/22
		Rescinds: 5.200	Issued: 08/01/22

1 **SUSPENSION PENDING AN INVESTIGATION ¹**

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

9 **SUSPENSION OF THREE DAYS OR LESS ^{2,3}**

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

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

19 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴**

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

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

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

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

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

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

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

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

24 RESIGNATION

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

29 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

- 30 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
31 statement of a physician approved by the Board;
- 32 2. The release by the Board of the teacher from the contract which the teacher has entered into with
33 the Board.

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

37 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
38 the State Board of Education and request the suspension of a teacher's certificate. After the State Board
39 of Education has provided the teacher an opportunity for defense during a hearing, the State Board of

- 1 Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-
2 five (365) days.⁸

3 RETIREMENT

- 4 Retirement shall mean a termination of services under conditions which will allow the employee to draw
5 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits
6 may elect to retire at any age according to the provisions of the retirement system.
- 7 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
8 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
9 central office. It shall be the responsibility of the retiring employee to file for benefits.

Legal References

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

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Hickman County Board of Education

Descriptor Term:

Separation Practices for Non-Tenured Teachers

Descriptor Code:
5.201

Issued Date:
12/05/22

Rescinds:
5.201

Issued:
08/01/22

SUSPENSION PENDING AN INVESTIGATION¹

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

SUSPENSION OF THREE DAYS OR LESS²

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

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

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

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

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

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

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected employee within ten (10) working days following the close of the hearing. The employee may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the employee. Written notice of appeal to the Board shall be given to the director of schools.

1 Within twenty (20) days' of receipt of notice, the director shall prepare a copy of the proceedings,
2 transcript, documentary and other evidence presented and provide the Board a copy of the same.

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

- 6 1. sustain the decision;
- 7 2. send the record back if additional evidence is necessary; or
- 8 3. revise the penalty or reverse the decision.

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

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

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

17 **NONRENEWAL**

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

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

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

- 26 1. The Board shall be notified at the next regular board meeting; and
- 27 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,
28 or by email within five (5) business days following the last instructional day for the school
29 year.³ If the reason for nonrenewal is due only to a loss of funding for the position, then the
30 notice shall include a statement listing it as the cause for nonrenewal.⁴

31 **RESIGNATION**

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

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

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

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

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

RETIREMENT

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

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

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

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. Public Acts of 2022, Chapter No. 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Hickman County Board of Education

Descriptor Term:

Separation Practices for Non-Certified Employees

Descriptor Code:

5.202

Issued Date:

12/05/22

Rescinds:

5.202

Issued:

11/02/20

SUSPENSION

A director of schools/designee may suspend an employee at any time when deemed necessary.¹

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

DISMISSAL

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

RESIGNATION

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

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

RETIREMENT

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

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

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

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.²

Legal References

1. TCA 49-2-301(b)(1)(EE), (FF)
2. TCA 8-36-805

Cross References

Recommendations and File Transfers 5.203

Hickman County Board of Education

	Descriptor Term: Recommendations and File Transfers	Descriptor Code: 5.203	Issued Date: 12/05/22
		Rescinds: 5.203	Issued: 10/05/20

Other than the routine transmission of administrative and personnel files, district employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.

These requirements shall not apply if:

1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and
2. The matter has been officially closed in one of the following ways:
 - a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause;
 - b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or
 - c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

Neither the district nor the Board shall enter into, or require a current or former employee to enter into, a non-disclosure agreement during a settlement for any act of sexual misconduct.¹

The director of schools shall develop administrative procedures to enforce this policy and comply with federal law.

Legal References

1. 20 USCA § 7926; TCA 49-2-131

Cross References

Application and Employment 5.106
Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201
Separation Practices for Non-Certified Employees 5.202
Child Abuse and Neglect 6.409

Hickman County Board of Education			
	Descriptor Term: Short Term Leaves of Absence	Descriptor Code: 5.300	Issued Date: 12/05/22
		Rescinds: 5.300	Issued: 10/05/20

- 1 Short term leaves of absence shall consist of the following: Emergency, legal, sick, personal, and
- 2 professional leave.
- 3

Cross References

Emergency & Legal Leave 5.301
Sick Leave 5.302
Personal & Professional Leave 5.303
Vacations and Holidays 5.310

Hickman County Board of Education

	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: 12/05/22
		Rescinds: 5.301	Issued: 10/05/20

1 **EMERGENCY LEAVE**

2 An immediate supervisor may grant a certified employee emergency leave during the workday for a
3 sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal
4 leave,¹ sick leave or leave without pay. The employee who uses emergency leave shall confirm said
5 leave on appropriate forms the day after returning to work.

6 Principals or administrative supervisors shall keep a tally of the amount of time individual employees
7 are released under this policy and when the total time reaches one (1) day, the employee shall be
8 charged with one (1) day of applicable leave.

9 **JURY DUTY**

10 When a teacher is summoned for jury duty s/he shall appear in court and specify a seven (7) day period
11 within twelve months that s/he will be available for jury duty. The following procedures shall regulate
12 the leave for jury duty for teachers:

- 13 1. The teacher shall present written evidence that s/he had been summoned to serve on a jury;
14 and,
- 15 2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.²

16 **COURT APPEARANCES**

17 If an employee appears in state court because of a personal interest, whether as a plaintiff, defendant or
18 witness³ or voluntarily appears in behalf of family or friends, or when an employee is required to
19 appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay
20 shall be granted in accordance with the established board policies on leaves.

21 *Support Personnel*

22 Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or
23 other documents which give reporting instructions to the immediate supervisor. The employee shall
24 obtain a form indicating the days served and the court pay to be received from the court's clerk for
25 submitting to the payroll office. The employee shall receive the usual compensation less the amount
26 paid by the court.

Legal References

1. TCA 49-5-711(c)
2. TCA 22-4-106(b)
3. TCA 16-15-708; TCA 24-2-109

Cross References

Short Term Leaves of Absence 5.300

Hickman County Board of Education

Descriptor Term:

Sick Leave

Descriptor Code:
5.302

Issued Date:
12/05/22

Rescinds:
5.302

Issued:
11/02/20

LICENSED PERSONNEL

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

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

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.¹

In case of doubt, the Board of Education shall have final authority as to who is entitled to leave under this section and the time for which the leave may be allowed.³

A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days which such teacher may accumulate during the remainder of the school year in which he is employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same school year.⁴

Upon termination of the employment of such teacher-before-such-days are earned or at the end of the school year, there shall be deducted from the final salary of each teacher an amount based on his daily rate of pay sufficient to cover the excess sick leave days used by him and if such final salary is insufficient for this purpose the teacher shall be liable for reimbursement of any amount in excess of his final salary.⁴

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

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

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the director of schools of the system in which the accumulated leave was held provides notarized verification.¹

1 SUPPORT PERSONNEL

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

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

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

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

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

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

11 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
12 school system, provided that the director of schools of the system in which the accumulated leave was
13 held provides notarized verification.¹

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811

Cross References

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

Hickman County Board of Education

Descriptor Term:

Personal and Professional Leave

Descriptor Code:

5.303

Issued Date:

12/05/22

Rescinds:

5.303

Issued:

11/02/20

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and
2 rules and regulations of the State Board of Education.

3 Certified employees shall earn personal and professional leave at the rate of one day for each half-year
4 employed for a total of two (2) days per year. Employees may have their days of personal leave prior
5 to having earned it. Any personal and professional leave remaining unused at the end of a year shall be
6 credited to sick leave.¹

7 If, at the termination of services, any employee has been absent for more days than leave has been earned,
8 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
9 payment.²

10 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 11 1. Except in emergency, each employee shall give the principal at least one day's notice in
12 writing of intent to take leave;
- 13 2. The approval of the principal of the school shall be required:³
 - 14 a. If more than ten percent (10%) of the teachers in any given school request its use
15 on the same day;
 - 16 b. If requested during any prior established student examination period;
 - 17 c. If requested on the day immediately preceding or following a holiday or vacation
18 period.
 - 19 d. If personal leave is requested for days scheduled for professional development or
20 in-service training, according to a school calendar adopted by the Board prior to
21 the commencement of the school year; or
 - 22 e. If personal leave is requested for days scheduled for parent-teacher conferences,
23 according to a school calendar adopted by the Board prior to the commencement
24 of the school year.

25 Professional leave is a short, temporary absence for the purpose of attending workshops and other
26 meetings relating to school business or serving on boards and commissions which meet during daytime
27 hours when appointed by a mayor, city council, county executive or county commission.⁴

28 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

29 In addition, certified employees shall be granted leave to serve on any board or commission of the state
30 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted
31 against any other accumulated leave credits. The employee shall notify the principal at least five (5)
32 days prior to leave being taken.
33
34

- 1 Support Personal may use two (2) leave days per school year as "personal leave". Personal leave may
- 2 be used for religious holidays, deaths not covered by sick leave, civic duties, personal business, or for
- 3 attendance of professional meetings excluding optional in-service meetings).

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

Hickman County Board of Education

Descriptor Term:

Long-Term Leaves of Absence for Professional Personnel

Descriptor Code:

5.304

Issued Date:

12/05/22

Rescinds:

5.304

Issued:

11/02/20

Any person holding a position requiring a license to teach shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits.¹ All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the director of schools. The 30-day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.¹

Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted.² All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the director of schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.³

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return.⁴

Part-time leaves may be granted by the director of schools upon written request for the same conditions as for full-time leave.

Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract.⁵

PAY AND BENEFITS

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. All benefits provided by the Board terminate at the beginning date of the leave. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carriers.

Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706

Cross References

Family and Medical Leave 5.305
Military Leave 5.306
Physical Assault Leave 5.307
Sabbatical Leave 5.308
Legislative Leave 5.309
Interim Employees 5.700

Hickman County Board of Education

Descriptor Term:

Long-Term Leaves of Absence for Support Personnel

Descriptor Code:
5.3041

Issued Date:
12/05/22

Rescinds:
5.3041

Issued:
10/05/20

LONG TERM LEAVES OF ABSENCE

Support personnel shall be granted a long term leave of absence for sufficient reason without pay or loss of accumulated leave credits. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the director of schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested:
2. The requested dates for the beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.¹

Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the director of schools upon written request. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Part-time leaves may be granted by the director of schools upon written request for the same conditions as for full-time leave.

Any employee on leave shall notify the director of schools at least thirty (30) days prior to the date of return if the employee does not intend to return to the position from which he is on leave.

Legal References

1. TCA 49-5-702

Cross References

Family and Medical Leave 5.305
Military Leave 5.306
Physical Assault Leave 5.307
Sabbatical Leave 5.308
Legislative Leave 5.309
Interim Employees 5.700

Hickman County School System

Long Term Leaves of Absence and Long Term Leave of Absence for Support Personnel

5.304AP & 5.3041AP

Hickman County Schools Request for Long-Term Leave of Absence

NOTE: There is not a form for short term leave of absence.

I hereby request a long-term leave of absence from my duties as _____

_____ in the _____

School.

Reason: _____

Type of Leave: _____ Personal _____ Sick

Number of requested sick days to use: _____

Number of days of Paid Leave _____

Number of days without Pay _____

I understand that I forfeit my rights if I fail to proceed according to this request. I shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if I do not intend to return to this position. I understand failure to render such notice may be considered a breach of contract.

Signature: _____

Date: _____

Recommended by: _____
Principal

Date: _____

Recommended by: _____
Director of Schools

Date: _____

Hickman County Board of Education

Descriptor Term:

Family and Medical Leave

Descriptor Code:

5.305

Issued Date:

08/07/23

Rescinds:

5.305

Issued:

12/05/22

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility¹) during the previous twelve-month period.²

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. the birth of a child;
2. the placement of a child with the employee for adoption or foster care;
3. a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
4. the care of a spouse, child, or parent of the employee who has a serious health condition; and
5. any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Act leave*- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a newborn child.³
2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴
3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or

adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵

4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with a school district full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.⁶

LEAVE FOR A SERIOUS HEALTH CONDITION⁷

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical Leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status, in the Armed Forces. Qualifying exigencies may include:

- a. issues arising from the service member's short notice deployment;
- b. military events and related activities (e.g. official ceremonies, support programs);
- c. making or updating financial and legal arrangements, attending counseling;
- d. taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- e. attending post-deployment activities.

2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8, 2013. The "single twelve (12) month period" for leave to military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹¹ - For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA, the director of schools/ designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

- a. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. the date on which the serious health condition commenced;
 - ii. the probable duration of the condition;
 - iii. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

- b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

5 REQUIREMENTS OF THE BOARD¹⁶

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The board may recover the premium paid under the following conditions:
 - a. the employee fails to return from leave after the period of leave has expired.
 - b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Emotional Support Dogs	Descriptor Code: 3.218.2	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

General:

The Hickman County School District recognizes the importance of creating a positive and supportive learning environment for all students, staff members, and visitors. We believe that the presence of an AKC (American Kennel Club) trained dog can provide numerous benefits to our school community, including enhancing the school culture, increasing attendance, and boosting morale among students and staff members. This policy outlines the guidelines for the use of an AKC trained dog in each school in the Hickman County School District.

Policy:

1. Each school in the Hickman County School District may have an AKC trained dog on the premises to support the school culture, encourage attendance, and boost morale among students and staff members. There shall be a limit of one dog per school campus.
2. The dog must be trained and certified by ~~the American Kennel Club (AKC)~~ **an agency approved by The American Kennel Club** as a good citizen.
3. The dog handler ~~must be a staff member or volunteer who has completed~~ **must complete** a dog safety training program approved by the school district.
4. The dog must be current on all vaccinations and have regular check-ups by a licensed veterinarian. The dog must be at least two years of age.
5. The dog must be clean, well groomed, in good health, and housebroken.
6. The dog must be on a leash at all times while on school premises.
7. The dog may only interact with students or staff members with permission from the dog handler and under the supervision of the dog handler or a designated school staff member.
8. A ~~permission form~~ letter will be sent home ~~at the start of each school year~~ for parents and guardians to ~~check for~~ **alert the school of** allergies and ~~to~~ express any concerns regarding the school dog.
9. ~~The school district will provide accommodations for students with disabilities who require the use of a service dog in compliance with federal laws, including the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA).~~
10. ~~The school district will not be responsible for any injuries or damages caused by the dog, and~~ The dog handler will be responsible for any damages caused by the dog.
11. The use of all AKC trained dogs in the Hickman County School System will be managed and overseen by the Coordinated School Health Program. The dog handler

must apply to the Principal and Director of Schools for approval, and reapply every 5 3 years. The Director of Schools shall approve each dog on a case by case basis, and provide notification to the Board when approved.

Supervision and Care

The Handler is solely responsible for the supervision and care of the dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for an AKC trained dog.

Authorized Area(s)

The Handler shall only allow the dog to be in areas in school buildings or on school property that are authorized by Coordinated School Health and shall not be in areas where a parent noted a concern or an allergy. ~~on the permission form.~~

Insurance

The Hickman County School system provides liability coverage for injuries sustained by the dog through HCSS insurance provider.

Exclusion and Removal from School

A school dog may be excluded from school property and buildings if:

1. A Handler does not have control of the dog;
2. The dog is not housebroken;
3. The dog presents a direct and immediate threat to others in the school; or
4. The animal's presence otherwise interferes with the educational process. The Handler shall be required to remove the dog from school premises immediately upon such determination by the Principal and/or Director of Schools.

Allergic Reactions

If any student or school employee assigned to a classroom in which a dog is permitted suffers an allergic reaction, the Handler will be required to remove the animal to a different location.

Federal Laws Regarding Service Dogs for Students with Disabilities:

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

Conclusion:

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



PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name EHHS Boys Soccer

Account Number _____

Proposed fundraising activities: Krispy Kreme Doughnuts

Purposed Uses of funds raised: Referee fees & supplies

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

Method by which school will receive profit: Cash & Check

Requested by: Wendell Gordon Head Coach
Name/Title

12-18-2024
Date

Acknowledge by: [Signature]
Bookkeeper

12/18/24
Date

Approved by: [Signature]
Principal

12/18/24
Date

Approved by: [Signature]
Director of Schools*

12/18/24
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: East Hickman Marching Eagles

DATE OF PROPOSED FUNDRAISING 2024-2025

PROPOSED FUNDRAISING ACTIVITY: Loud cup Sales at ~~Basket~~ - ~~Ball~~ games and other sporting events.

Out
Dow
870448

PROPOSED USES OF FUNDS RAISED: Band Camp in 2025

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

we had some at football games already this year.

REQUESTED BY

Shawn Fitzgerald
Signature/Title Treasurer

DATE 11/18/24

REVIEWED BY

[Signature]
School Principal/Designee

DATE 11/21/24

APPROVED BY

John Mullins
Director of Schools/Designee

DATE 11/24/24

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: Coaches/Players Pre-sale Boston Butts to fans,
family, friends, community

Purposed Uses of funds raised: Facility Upgrades, gameday operations/equipment,
dirt to add to infield, potential new batting cage for batting practice.

Expected Student involvement (school-wide or specific school organization): Baseball Program involvement
(Coaches, Players, Player's families)

Method by which school will receive profit: Cash/Check

Requested by: Colton Hunt/Coach
Name/Title

1/7/25
Date

Acknowledge by: [Signature]
Bookkeeper

1/7/25
Date

Approved by: [Signature]
Principal

1/7/25
Date

Approved by: [Signature]
Director of Schools*

1/7/25
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

Fund/account name HCHS Baseball

Proposed fundraising activities: \$20 donations

Purposed Uses of funds raised
Umpires, field equipment, paint, baseball equipment

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

Method by which school will receive profit Cash & Check

Requested by Cody A. Oak / Head Coach Date 12-3-24
Name/Title

Approved by Roby Emerson Date 12-5-24
Principal

Approved by John Mullen Date 12-9-24
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, Nunnely, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization Book Club

Proposed Fundraising Activity Valentine's Balloon Sale

Date(s) 1/20 - 2/14

Location(s) HCHS

Requested By Kristin Carter 1/6/24
President/Chair of Organization Date

Recommended By Robyn Emerson 1-7-24
Principal Date

Approved John Mullins 1-7-24
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Social Event (Annual
Ho, Ho, Ho Down) Friday, Dec. 13, 2024

Purposed Uses of funds raised

Rewards for Students & Teachers

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

School-wide (those that want to attend)

Method by which school will receive profit Currency

Requested by Melinda Date 12/2/24
Name/Title

Approved by Lina S. Higgins Date 12-2-24
Principal

Approved by John Muller Date 12-2-24
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 Student Council
Proposed fundraising activities: Valentine Crush & Candy grams

Purposed Uses of funds raised Teacher Appreciation Gifts/
Lunch

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

Method by which school will receive profit US Currency

Requested by Amanda L. Marley / Assistant Date 1/7/25
Name/Title

Approved by Tricia L. Stepp Date 1-7-25
Principal

Approved by John Mullins Date 1-8-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Softball

Proposed Fundraising Activities: Sponsorship Banners

Proposed Uses of Funds Raised: Scoreboard, Uniforms,
Supplies

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

Baseball — Softball

Method by which school will receive profit: check

Requested by (Name/Title): Chris Lambert - Coach Date: 12-5-24

Approved by (Principal): Jana Willis Date: 12-5-24

Approved by
(Director of Schools): John Mullins Date: 12-5-24

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Pictures

Proposed fundraising activities: Fall & Spring pictures

Purposed Uses of funds raised

general needs of school

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

school wide

Method by which school will receive profit % amount of sales
of pictures

Requested by Mollie Chesser AP Date 12-11-24
Name/Title

Approved by [Signature] Date 12/11/24
Principal

Approved by [Signature] Date 12/11/24
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

FUNDRAISER AUTHORIZATION

Proposed fundraising activity P.E. Funds Healthy Heart Challenge

Purpose of fundraiser Healthy heart challenge for American Heart Association / To buy P.E. Equipment

Fund/account name P.E.

Current balance of fund/account \$ 5,758.82 Date 12-2-24

Anticipated date(s) of fundraiser Beginning 12-03-24 Ending 12-19-24

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

Margin of profit (if applicable) _____

Method by which school will receive profit Online Donation

Requested by Abby Beard P.E. Teacher Date 12-2-24
Name/Title

Approved by [Signature] Date 12/2/24
Principal

Approved by John Mullin Date 12/09/24
Director of Schools

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name School Store

Proposed fundraising activities: People can purchase/donate to individual teachers

Purposed Uses of funds raised Teachers will purchase classroom supplies

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

Method by which school will receive profit check from school store; teachers will receive gift cards

Requested by Rose Korte Stites
Name/Title

Date 12/17/24

Approved by Rose Korte Stites
Principal

Date 12/17/24

Approved by John Mullins
Director of Schools*

Date 12-17-24

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Kick off February 7th

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name American Heart Association's Kids heart Challenge (PE)

Proposed fundraising activities: Kids Heart Challenge; whole body well being. heart-health and life saving skills.

Purposed Uses of funds raised: American Heart Association. 10% give back to PE

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

East Hickman Elementary School

Method by which school will receive profit Check or VS Game Gift Certificates

Requested by Cole Keller / P.E.
Name/Title

Date 12-5-24

Approved by Lexha Coble
Principal

Date 12/5/24

Approved by John Mullins
Director of Schools*

Date 12/5/24

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Library

Proposed fundraising activities: Read-a-Thon

Purposed Uses of funds raised

The funds raised will be used to purchase new library books and supplies.

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

School-wide

Method by which school will receive profit 2 separate checks

Requested by Rebekah M. Sorensen / Librarian
Name/Title

Date 1/8/2025

Approved by Reisha Cible
Principal

Date 1/8/25

Approved by John Mullins
Director of Schools*

Date 1/8/25

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Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name P.E.

Proposed fundraising activities: Field Day

Purposed Uses of funds raised To spend on PE Equipment

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

Method by which school will receive profit % of Concessions, goods, & Shirts

Requested by Abbey Beard / PE Date 1-27-25
Name/Title

Approved by [Signature] Date 1/27/25
Principal

Approved by [Signature] Date 1/28/25
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.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Yearbook Love Lines

Proposed fundraising activities: \$5 charge for a love line included in the yearbook

Purposed Uses of funds raised Will offset free yearbooks for cover winners and yearbooks for those heavily involved in the completion of the yearbook.

Expected student involvement (school-wide or specific school organization) Parents and local ones will pay for Love Line to be included in year book 2024-2025.

Method by which school will receive profit Cash

Requested by Chenille Bonin/3rd ELO Teacher Date 1/9/25
Name/Title

Approved by [Signature] Date 1/9/25
Principal

Approved by [Signature] Date 1-9-25
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: General

Proposed Fundraising Activities: Candy Grams

Proposed Uses of Funds Raised: TCAP Rewards

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

School-wide

Method by which school will receive profit: Cash

Requested by (Name/Title): Jana Willis Date: 1-7-25

Approved by (Principal): Jana Willis Date: 1-7-25

Approved by
(Director of Schools): John Mullins Date: 1-21-25

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: General

Proposed Fundraising Activities: Cake Walk - everyone will
recieve a prize

Proposed Uses of Funds Raised: TCAP Rewards

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

School - wide

Method by which school will receive profit: Cash

Requested by (Name/Title): KD Date: 1-7-2025

Approved by (Principal): Jana Willis Date: 1-7-25

Approved by
(Director of Schools): John Mullins Date: 1-21-25

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Valentine Social

Purposed Uses of funds raised

Rewards for Teachers
and Students

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

School-wide (those that want to participate)

Method by which school will receive profit Currency

Requested by Zed Bats
Name/Title

Date 1-27-25

Approved by Lina S. Hughes
Principal

Date 1-27-25

Approved by John Mullin
Director of Schools*

Date 1-29-25

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Olis Spunkmeyer Cookies

Feb. 26 (Kickoff)

Purposed Uses of funds raised

Rewards for Students
and Teachers

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

School-wide (those that want to participate)

Method by which school will receive profit Currency

Requested by Zach Baskin/AP Date 1-24-25
Name/Title

Approved by Uma S. Higgins Date 1-24-25
Principal

Approved by John Mullins Date 1-24-25
Director of Schools*

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Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Drama
Proposed fundraising activities: Krispy Kreme Doughnuts

Purposed Uses of funds raised
To pay for costumes and set pieces

Expected student involvement (school-wide or specific school organization) _____
Just Drama Club Students

Method by which school will receive profit Cash/Checks

Requested by Robin DeVane/Drama Date 1/24/25
Name/Title Director

Approved by Uma S. Shupp Date 1-24-25
Principal

Approved by John Mallum Date 1-27-25
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 HCMS Soccer

Proposed fundraising activities: Selling Sweatshirts & T-shirts

Purposed Uses of funds raised
Equipment, Jerseys, Referees, banquet

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

Boys Soccer team

Method by which school will receive profit Profit per shirt & sweatshirt

Requested by Mason Rockelle Boys Soccer Coach Date 1-23-24
Name/Title

Approved by Ana L. Shugart Date 1-23-24
Principal

Approved by John Mullins Date 1-23-24
Director of Schools*

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SCHOOL SUPPORT ORGANIZATIONS
PROPOSED FUNDRAISING ACTIVITIES

(Pursuant to Section 49-2-604, T.C.A.,
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 Band Choir

DATE OF PROPOSED FUNDRAISING

Feb 2005

PROPOSED FUNDRAISING ACTIVITY:

Buckee Sale

PROPOSED USES OF FUNDS RAISED:

Support band

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

REQUESTED BY

Shawntel Fields
Signature/TITLE

(Treasurer)

DATE

1-17-05

JP

1/23/05

REVIEWED BY

[Signature]
School Principal/Designee

DATE

1-22-05

APPROVED BY

[Signature]
1-22-05

DOUG LANE
2058 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
8419 Rice Ln., Lyles, TN 37098

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

JIM HUDGINS
1287 E Grinders Switch 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

VANCE WILLIS
2888 Hwy 48 N., Nunnally, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization EH Southern Cheer Booster

Proposed Fundraising Activity Hiding Easter Eggs night ^{before Easter.} ~~before~~

Date(s) April 19th 2025

Location(s) Homes of parents that sign up

Requested By Christin Brown 11/17/2025
President/Chair of Organization Date

Recommended By [Signature] 11/17/25
Principal Date

Approved John Mullins 1-21-25
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****



Easter Egg hunt

IN YOUR OWN YARD

We will place filled easter eggs
in your yard the night before
Easter. Your kids will wake up
and find their very own private
egg hunt!

25 Eggs - \$20

50 Eggs - \$40

75 Eggs - \$50

100 Eggs - \$75

Add Golden Eggs with \$2 and
candy inside for \$3 each

We only have 30 spots available
so act fast

Enter google form link here

Venmo

Questions contact:

ehsoutherncheerbooster@cmgfi.com

or

Text Christin @ 931-996-8834

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name PBIS

Account Number 340

Proposed fundraising activities: Selling Earth Day Shirts

Purposed Uses of funds raised: Raise funds for PBIS activities

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

Method by which school will receive profit: receive funds prior to order of T-Shirts

Shirts @ 7.95 ea. Selling @ \$15.00

Requested by: [Signature]
Name/Title

1/17/25
Date

Acknowledge by: [Signature]
Bookkeeper

1/17/25
Date

Approved by: [Signature]
Principal

1/17/25
Date

Approved by: [Signature]
Director of Schools*

1/17/25
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.

earthdayshirts.com

(/)



Shopping Cart

1 Product, 1 Item

This order will ship after 03/07/2025 ?

Proceed to Checkout



Earth Day

Black T-Shirt Adult LG

\$8.95

SKU: C-EDCL_CTA100_BLK_LG

Personalized: No

Quantity:

- 1 +

Promo Price: \$7.95 each

Amount: \$7.95 ~~\$8.95~~

Save for Later

Remove



Remove All

Order Summary

SUBTOTAL 1 ITEM

\$7.95

Promo: SF3615

Ship to: 37098-1554 

Shipping \$10.00

Handling \$3.00

ESTIMATED TOTAL \$20.95

Saved for Later

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DOUG LANE
2050 Lahn Drive, Centerville, TN 37033

RONALD GAMMONS
8418 Rice Ln, Lyles, TN 37090

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

JIM HUDGINS
1907 E. Grinders Switch Rd., Centerville, TN 37033



John Mullins
Superintendent of Schools
118 BURPHREE AVENUE
CENTERVILLE, TN 37033

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1501 Hwy 58, Centerville, TN 37033

SHERRI BAKER
9037 E 43 Rd., Bon Aqua, TN 37025

VANCE WILLIS
2958 Hwy 48 E., Paducah, TN 37127

**School Support Organization
Request For Fundraising Activities**

Organization EHHS Eagles Soccer

Proposed Fundraising Activity Calendar Fundraiser *gg*

Date(s) 2/1/25 to 2/28/25

Location(s) _____

Requested By Janika M. Cox 1/7/25
President/Chair of Organization Date

Recommended By Cayle M. Mullins 1/8/25
Principal Date

Approved John Mullins 1/13/25
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****

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCHS Volleyball (601)

Proposed fundraising activities: Youth Volleyball Camp

Purposed Uses of funds raised Uniforms, ref fees, tournament fees

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

Method by which school will receive profit Camp fees

Requested by Rachel Hudgins/Head coach Date 1/27/25
Name/Title

Approved by Roby Emerson Date 1-28-25
Principal

Approved by John Muller Date 1-29-25
Director of Schools*

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DOUG LANE
2059 Lake Drive, Centerville, TN 37033

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John Mullins
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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 HCHS Baseball

Proposed Fundraising Activity Super Bowl BBQ Sale

Date(s) 1/24/25- 2/7/25

Location(s) HCHS

Requested By Cody Douchane 1/22/25
President/Chair of Organization Date

Recommended By _____
Principal Date

Approved Roby Emerson 1-23-25
Director of Schools or Designee Date

Approved John Mullins 1-24-25
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Class of 2025

Proposed fundraising activities: Selling World's Finest Chocolate

Purposed Uses of funds raised Graduation / Senior Trip

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

Method by which school will receive profit Sale of the candy

Requested by Ben Butte / Class Sponsor Date 1-15-24
Name/Title

Approved by Roby Emerson Date 1-16-24
Principal

Approved by John Mullins Date 1-28-25
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.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Semi-Formal Dance

Purposed Uses of funds raised Senior Class Graduation Funds

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

Method by which school will receive profit Ticket Sales

Requested by Rachel Hudgins - Advisor
Name/Title

Date 1/15/25

Approved by Roby Emerson
Principal

Date 1-16-25

Approved by John Mullins
Director of Schools*

Date 1-21-25

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