

GMSD Budget & Regular Board Work Session

April 12, 2022 1:00 PM

Board Room, GMSD Office

1. GMSD FY 22-23 General Purpose Fund Budget Highlights
2. Review / Revision of Policies - First Reading
3. Miscellaneous FY 21-22 Budget Amendments # 24 & 25
4. Approval of Grant of Tenure to the Recommended Teachers
5. Nominations for 2022 TSBA Volunteer and Student Awards
6. Maintenance RFP Results/Recommendation
7. Further Business



2023 GMSD BUDGET HIGHLIGHTS

Work Session April 12, 2022

RESOURCE MANAGEMENT
LONG-RANGE PLANNING

OBJECTIVE 4.1
Allocate Resources for Strategic Plan Goals
1, 2, 3 & 5

- Allocate Resources for Engaging, Challenging, and Innovative Academics
- Allocate Resources for the Development of the Whole Child
- Allocate Resources to Recruit, Develop, and Retain Exemplary Staff
- Allocate resources to enhance community partnerships

OBJECTIVE 4.2
Enhance Efficiency and Effectiveness of
Financial Processes

- Relate the budget development process to the strategic plan
- Enhance use of school stores and online payment systems for parents
- Evaluate and plan uses of reserves to reach district goals and prepare for unplanned cash flow needs
- Evaluate impact on instruction and support with loss of federal/Title funds after 2000-21

OBJECTIVE 4.3
Develop a long-term plan for capital
improvements and resource development

- Increase usage of the purchasing card program to generate rebates from vendor payments
- Create an alumni association to generate possible additional resources for capital or other campaigns
- Implement a 5-year Master Facilities Plan



RESOURCE MANAGEMENT

REVENUES AND AVAILABLE FUNDS

Projected increase in Local Option Sales Tax Revenue - \$1,279,000

Increase in City's Maintenance of Effort from FY22 - \$532,000

Estimated increase in BEP revenue - \$659,000

Estimated increase in Mixed Drink Tax revenue - \$72,000

GOAL tuition - \$146,000

Decrease in Sale of Equipment - \$(375,000)

Reduction in TCRS contribution rate - from 10.3% to 8.69% - \$486,000

Reduction in Durham transportation contract costs- \$100,000

Eliminated operating transfer to Cafeteria Fund - \$100,000

Use of Reserves - \$2,929,500

ENGAGING, CHALLENGING & INNOVATIVE ACADEMICS

OBJECTIVE 1.1
Develop and effectively implement an aligned, standards-based curriculum, meeting the needs of all students


- Strengthen Blended Learning strategies, digital curriculum across the district, and adopt materials which include a digital platform
- Provide ongoing professional development on instructional topics
- Establish dedicated time and accountability protocols for PLC work
- Provide the resources and staff to prepare students for post-secondary outcomes

OBJECTIVE 1.2
Ensure equitable outcomes for all students and work to narrow the achievement gap as seen in student subgroups (ELL, BHN, SWD, ED) data

- Implement productive grading practices
- Utilize both standards-based & skill-based assessments to monitor student progress
- Deliver and promote professional development opportunities that align with subgroup growth strategies, grading practices, use of data, & modified technology
- Provide instructional supervisors, coaches, specialized teaching assistants or interventionists to improve instructional outcomes
- Provide purposeful intervention plans for targeted students and subgroups

OBJECTIVE 1.3
Provide equal, high quality, innovative and authentic instructional experiences through differentiation and supportive services for all learners

- Strengthen best practices in Tier 1 and Tier 2 students during each school's designated Response to Intervention (RTI) time
- Expand enrichment/accelerated learning opportunities at middle school level
- Prepare ongoing, targeted professional development on the topic of differentiation & scaffolding



ENGAGING, CHALLENGING & INNOVATIVE ACADEMICS

TEACHING, LEARNING & ASSESSMENT

Bringing PD in-house training- \$25,000

Instructional Technology Coach - 2 positions- \$185,000

GOAL Principal and Administrative Assistant (from ESSER 2.0)- \$209,000

HHS Assistant Principal- \$120,000

Increases in Software Costs (Naviance & Kami)- \$25,000

Assessments (moving from 2 to 3 benchmarks per year)- \$33,000

Textbooks-Math Adoption- \$165,000

1:1 Technology Initiative (from ESSER 3.0)- \$600,000

ESE Speech Therapist- \$72,000

SPED teacher - FHES- \$93,000

GOAL Interventionist/SPED/Testing Coordinator- \$93,000

**All positions include both salary and fringe benefits*

WHOLE CHILD	
<p>OBJECTIVE 2.1 Improve students' physical health through the support of families, communities, and schools working together</p> <ul style="list-style-type: none"> Increase family and community awareness around school health initiatives Identify strengths and weaknesses of healthy and safe school policies; improve findings using community partnerships Develop and implement school health action plans 	<p>OBJECTIVE 2.2 Develop opportunities for student engagement beyond the traditional classroom</p> <ul style="list-style-type: none"> Provide opportunities to build positive student-to-student relationships Provide opportunities in the areas of leadership, citizenship, community outreach, and personal growth for all students
<p>OBJECTIVE 2.3 Enhance wellness, balance and learning for students through a focus on social emotional learning and strategies to improve student outcomes</p> <ul style="list-style-type: none"> Refine the current early warning system that comprises the following data: absences, tardies, referrals, grades, clinic visits, etc. Develop tiers of support tailored to social, emotional, and academic needs to promote a well-rounded student Provide social and emotional education and support for all students by proactively implementing programs, strategies, and activities 	<p>OBJECTIVE 2.4 Provide a supportive, safe and secure learning environment that promotes learning for all students</p> <ul style="list-style-type: none"> Provide opportunities for students to share feedback on school culture Ensure students, staff, and the community of the importance of maintaining a safe campus and being proactive with the implementation of programs and resources Identify and address areas of need that pertain to student safety and security Recognize & celebrate the diversity of all students and provide opportunities for inclusive practices

MAKING CONNECTIONS WHOLE CHILD

SOCIAL EMOTIONAL SUPPORTS

4 Counselors, 2 Psychologists, 1 Homebound Teacher (from ESSER 3.0)- \$563,000

Social Emotional Learning Teacher- \$93,000

**All positions include both salary and fringe benefits*

STUDENT-TO-STUDENT CONNECTIONS

Fine Arts Stipends/Materials- \$90,000

Elementary Running/Cross Country Stipends- \$5,000

RECRUIT, DEVELOP, & RETAIN EXEMPLARY EMPLOYEES

OBJECTIVE 3.1
Recruit diverse, innovative educators and staff who are passionate about student success

- Collaborate with Educator Preparation Providers, so GMSD schools can host practicum and teacher candidates
- Recruit recent graduates and veteran educators through online job fairs, local recruiting events, and technology that has the capacity of expanding job postings to local, regional and national candidates
- Establish, implement, and communicate a compensation package that is competitive with the local market

OBJECTIVE 3.2
Develop qualified and caring staff, who effectively employ best practices and research-based strategies to maximize student potential

- Provide coaching, mentoring, and job embedded professional development to non-tenured educators
- Increase administrator, teacher, and support staff effectiveness by providing meaningful and ongoing performance feedback, building on strengths and addressing challenges through evaluations
- Streamline and communicate professional development offerings, schedules, and protocols to support high-quality instructional practice
- Provide professional development opportunities that are aligned with instructional and professional best practices to all staff
- Develop meaningful opportunities for educators to serve in leadership roles at the school and district level

OBJECTIVE 3.3
Retain highly skilled employees who are dedicated to developing students' academic, social, physical, and emotional well-being

- Strengthen the competitive compensation package for all employees
- Provide employees with access to health and wellness options, which promote physical, social, and emotional well-being
- Promote a positive culture environment where employees feel respected and valued



STAFF RECRUITMENT AND RETENTION

HIGHLIGHTS

2% COLA **AND** Step Increase- \$1,471,000

Holiday Bonuses- \$1,000 for FT and \$500 for PT includes federally funded staff - \$771,000

20-21 school year frozen steps- teachers \$550,000
Moves staff employed during the 20-21 school year to the next pay scale step (an average 1.5-2% increase)

Advanced degrees compensation pay scale shift- \$350,000
Provides increased pay for teachers with advanced degrees to mirror legacy SCS plan and current local competitors

HR Specialist Transition - (temporary, one-year, part time position to train new HR staff) 120-day contract - \$39,000

Analysts to Specialists Upgrades - \$43,000
Removes the "analyst" position/title and all staff in this category will be classified as "specialists"

Substitutes (addition of a third personal day for certified staff) - \$155,000

**All positions include both salary and fringe benefits*

RESOURCE MANAGEMENT LONG-RANGE PLANNING

OBJECTIVE 4.1 Allocate Resources for Strategic Plan Goals 1, 2, 3 & 5

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- Relate the budget development process to the strategic plan
- Enhance use of school stores and online payment systems for parents
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- Evaluate impact on instruction and support with loss of federal/Title funds after 2020-21

OBJECTIVE 4.3 Develop a long-term plan for capital improvements and resource development

- Increase usage of the purchasing card program to generate rebates from vendor payments
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- Implement a 5-year Master Facilities Plan



OPERATIONS

HIGHLIGHTS

Plant Supervisor to Operations Supervisor- \$31,000
Moves current plant supervisor to match other supervisor pay in the district.

Diesel fuel cost increases- \$25,000

Other capital outlay- \$37,000

Legal fees increase- \$35,000

HMS Addition/HHS Softball field projects - carryover from FY22 - use of reserves - \$6,000,000

COMMUNITY PARTNERSHIPS

OBJECTIVE 5.1 Extend student learning through partnerships between the school and the community

- Develop real-world, authentic opportunities to extend learning
- Leverage alumni through establishment of an alumni network
- Strengthen relationships with partners that support the district
- Build and grow relationships with external stakeholders (state & local governments, churches, civic groups, residents without school-aged children)

OBJECTIVE 5.3 Actively seek feedback to develop and strategically promote district-level initiatives

- Develop and align core values and guiding principles of district initiatives for all staff
- Engage with stakeholders to gather feedback to guide district initiatives
- Promote information about new district initiatives to stakeholders with efficient implementation

OBJECTIVE 5.2 Increase awareness of the excellent education and innovative programs offered at Germantown Municipal School District

- Strengthen the district's online presence
- Provide professional development for staff in public relations
- Utilize students to promote the district as ambassadors, and developing promotional communications targeting students
- Develop an annual physical publication
- Create or curate intentional marketing of programs and education shifts

OBJECTIVE 5.4 Strengthen current parent outreach and engagement with the goal of building positive pathways of communication

- Utilize effective tools to engage parents
- Foster reliable relationships with school support organizations while establishing shared vision and defining roles
- Promote diverse opportunities for parents to engage with the district

COMMUNITY PARTNERSHIPS

HIGHLIGHTS

Social Media Coordinator stipends at all schools- \$4,000

4.19.22 RATIONALE FOR REVISION OF POLICIES

Revisions are recommended for the following,
First Reading 4.19.22 / Second Reading 5.23.22

Our objective is to make the policy manual more user friendly. As has been done in past few months, we are standardizing the review date, to read “annually”. Secondly, we are taking out footnote numbers so as to assist with confusion resulting from constant state board rules and regulations, state board policies and statutory changes.

- 1. Revision Policy 3.201 Safety-Changes recommended to exclude superfluous language, to include statutory language regarding who is authorized to enter buses/property; updated legal references.**
- 2. Revision Policy 3.202 Emergency Planning-Changes recommended to add statutory language regarding fire statute, and AED training subjects; updated legal references.**
- 3. Revision Policy 3.600 Insurance Management - Changes recommended to add statutory language regarding PHI, removed superfluous language; updated legal references.**
- 4. Revision Policy 4.615 Service Animals-Complete overhaul of this policy required to comply with existing law; updated legal references.**
- 5. Revision Policy 5.304 Long-Term Leaves of Absence for Professional Personnel-Changes recommended to change “Director of Schools” to “Superintendent”.**
- 6. Revision Policy 5.307 Physical Assault Leave-Changes recommended to change “Director of Schools” to “GMSD Human Resources Department”; updated legal references.**
- 7. Revision Policy 5.402 Bloodborne Pathogens - Previously named Hepatitis B (HBV)-Complete overhaul required required to make this policy comply with legal requirements; updated legal references.**

- 8. Revision Policy 5.601 Conflict of Interest-Changes recommended to make this policy be more practical for employees.**

- 9. Revision Policy 5.602 Staff Time Schedules-Changes recommended to remove superfluous language and comply with legal requirements regarding employee agreement to earn compensatory time. Additionally, the policy will now make a clear statement regarding the inclusion of flex time for employees whose regular schedule is less than 40 hours per week (i.e. allowing flex time for those employees for hours worked between 35 and 40); updated legal references.**

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: 5/**/22 05/05/14
		Rescinds:	Issued:

1 ~~In accordance with board policy, the principal of each school shall develop procedures for~~ **The**
 2 ~~Principal of each school shall be responsible~~ **Principal of each school shall be responsible** for keeping school facilities safe and free from hazards.

3 All staff members shall report current and potential hazards to their immediate supervisor(s).

4 **All school personnel shall receive safety training.**

5 ~~Each principal is responsible for seeing that safety is a part of the instructional program of the school~~
 6 ~~as required by law.¹~~

7 ~~The safety program shall include:~~

8 ~~—— 1. Fire prevention~~

9 ~~—— 2. Accident prevention~~

10 ~~—— 3. Warning systems~~

11 ~~—— 4. Emergency drills~~

12 ~~—— 5. Traffic safety~~

13 ~~—— 6. Safety inspections~~

14 ~~7. First aid~~

15 ~~—— 8. Disaster preparation~~

16 **In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto**
 17 **school buses, or during school hours,** ~~Only students assigned to the school, the staff of the school,~~
 18 ~~parents of students, and other persons with lawful and valid business shall~~ **enter onto the grounds or**
 19 **into the buildings of a school, except students assigned to that bus or school, the staff of the school,**
 20 **parents of students and other persons with lawful and valid business on the bus or school premises.**
 21 **Any person improperly on the premises of a school shall depart on the request of the School Principal**
 22 **or other authorized person, during the hours of student instruction. All staff members shall report all**
 23 **persons appearing to be improperly on school premises to the principal.²**

- 1 The Principal shall secure assistance from law enforcement officials when he/she deems it necessary in
- 2 order to maintain order or security.

Legal References

1. ~~TCA 49-6-1003~~
2. ~~TCA 49-6-2008(a), (b)~~

T.C.A. 49-6-2008

~~Cross-References~~

- ~~Visitors to the School 1.504~~
~~Care of School Property 6.311~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Emergency Planning	Descriptor Code: 3.202	Issued Date: 5/**/22 11/30/21 05/07/18
		Rescinds: 3.202	Issued: 07/11/16

1 The Superintendent shall be responsible for developing, and acquiring Board approval of a
2 Comprehensive District-Wide School Safety Plan and Building-level School Safety Plan (hereinafter
3 “the Safety Plans”) regarding crisis intervention, emergency response and emergency management.
4 The Safety Plans shall include procedures for bomb threats, civil disturbances, armed intruders,
5 earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

6 FIRE AND SAFETY DRILLS

7 Each GMSD Principal shall ensure that one fire drill requiring full evacuation is given every thirty (30)
8 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
9 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
10 throughout the year.

11 Each GMSD Principal shall ensure that three (3) additional safety drills are given during the school
12 year. Two of these drills will cover earthquakes. One drill may cover inclement weather, or other
13 emergency drills that do not require full evacuation. A record of all drills, including the time and date,
14 shall be kept in each school's office.

15 All doors serving as an exit to any GMSD building shall be kept unlocked during the periods that the
16 building is occupied. It shall be unlawful for screens to be fastened in windows of any building that
17 would prevent the egress of students in case of fire or other emergency.

18 ARMED INTRUDER DRILLS

19 Each GMSD Principal shall ensure that each school safety team conducts at least one (1) armed
20 intruder drill annually in coordination with local law enforcement.

21 AED/CPR DRILLS

22 The GMSD Coordinated School Health Specialist shall schedule an annual AED training for all school
23 personnel. The annual AED training shall:

- 24 a) Teach the use of AEDs;
- 25 b) Inform school personnel of the location of the AEDs;
- 26 c) Inform school personnel of the school's response plan; and
- 27 d) Inform school personnel of the members of the school response team.

28

1 The Principal for each GMSD school shall conduct an annual CPR drill and AED drill for students and
2 employees so that students and employees are aware of the steps that must be taken if an event should
3 occur that requires the use of CPR and/or an AED.

4 **FIRE EXTINGUISHERS**

5 Each school's Plant Manager shall regularly check the quantity, locations, and conditions of fire
6 extinguishers.

7 **MEDICAL EMERGENCIES/PANDEMIC**

8 In the event of medical emergencies, such as a pandemic outbreak, school officials shall ~~cooperate and~~
9 consult with the local and state health departments and other local emergency or healthcare providers
10 in protecting students and the community from further infection.

Legal References

11

T.C.A. 49-2-122
T.C.A. 49-6-804
T.C.A. 49-6-807
T.C.A. 49-6-1208
T.C.A. 68-102-137(~~b~~)
~~T.C.A. 68-102-137(f)~~
T.C.A. 68-140-404

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 5/**/22 12/15/20
		Rescinds: 3.600	Issued: 05/05/14

1 ~~The~~ **GMSD's** insurance program shall provide coverages in a minimum of the following broad
2 categories:

- 3 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
4 mischief, boiler, and machinery explosion; and vehicles;
- 5
- 6 2. Liability: Board members, Superintendent and employees resulting from discharging their
7 duties;
- 8
- 9 3. Worker's compensation; and
- 10
- 11 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

12 The Superintendent shall continually review the insurance program to ensure that adequate protection
13 is being provided at a reasonable price.

14 **GROUP HEALTH**

15 The Board shall offer group health insurance for all full-time employees.⁺ The Superintendent, after
16 consultation with personnel, shall recommend carriers of insurance for programs in which the Board
17 makes partial or full payments. The Board shall approve all insurance carriers.

18 ~~The Superintendent/designee shall develop procedures to ensure the privacy of HIPAA protected~~
19 ~~information.²~~

20 ~~Group health and life insurance shall also be provided as described in the Fringe Benefit Policy 3.601.~~

22 **PHI (Protected Health Information)**

23
24 **GMSD shall comply with the Health Insurance Portability and Accountability Act (HIPPA) and Health**
25 **Information Technology for Economic and Clinical Health Act (HITECH) in regard to employee**
26 **privacy. The group health plan offered to employees shall provide employees with notice of the**
27 **privacy requirements of federal law.**

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29
30
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1

Legal References

1. ~~TCA 49-2-209~~
2. 45 CFR § 164.302 *et seq.*
HIPPA
HITECH Act

Cross-References

- Payroll Procedures 2.802
Fringe Benefit Policy 3.604

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Service Animals	Descriptor Code: 4.615	Issued Date: 5/**/22 05/17/21
		Rescinds: 4.615	Issued: 03/23/15

1 ~~The Germantown Municipal School District acknowledges its responsibility to permit students and/or~~
2 ~~adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms,~~
3 ~~and at school functions, as required by the Americans with Disabilities Act, 28 C.F.R. Part 35, subject~~
4 ~~to the following described below.¹ In addition, “The service animal is a right under the ADA that is not~~
5 ~~related to the separate right found under §504 and the ADA. It is not dependent upon the decision of~~
6 ~~the Support Team, §504, or IEP Team.”~~

- 7 ~~1. All requests for an individual with a disability to be accompanied by a service animal must be~~
8 ~~addressed in writing to the Superintendent of Schools at 3350 S. Forest Hill Irene Road,~~
9 ~~Germantown, TN, 38138, and must contain required documentation of vaccinations. This~~
10 ~~written request must be delivered to the Superintendent of Schools’ Office at least ten business~~
11 ~~days prior to bringing the service animal to school or a school function.~~
- 12
13 ~~2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC~~
14 ~~(Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella,~~
15 ~~and Rabies.~~
- 16
17 ~~3. Owners of service miniature horses must provide annual proof of the following vaccinations:~~
18 ~~Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Enecephalomyelitis,~~
19 ~~Rhinopneumonitis, Influenza, and Strangles.~~
- 20
21 ~~4. All service dogs must be spayed or neutered.~~
- 22
23 ~~5. All service animals must be treated for, and kept free of, fleas and ticks.~~
- 24
25 ~~6. All service animals must be kept clean and groomed to avoid shedding and dander.~~
- 26
27 ~~7. Owners of service animals are liable for any harm or injury caused by the animal to other~~
28 ~~students, staff, visitors, and/or property.~~
- 29
30 ~~8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of~~
31 ~~animals, whether wild or domestic, will be permitted in schools as a “service animal”.~~
- 32
33 ~~9. The animal must be individually trained to do work or a task for the individual with a~~
34 ~~disability.²~~

- 1 ~~10. Special Provisions/Miniature horses: Requests to permit a miniature horse to accompany a~~
2 ~~student or adult with a disability in school buildings, in a classroom, or at school functions, will~~
3 ~~be handled on a case-by-case basis, considering:~~
4
5 ~~a. The type, size and weight of the miniature horse and whether the facility can~~
6 ~~accommodate these features.~~
7
8 ~~b. Whether the handler has sufficient control of the miniature horse.~~
9
10 ~~e. Whether the miniature horse is housebroken.~~
11
12 ~~d. Whether the miniature horse's presence in a specific facility compromises legitimate~~
13 ~~safety requirements that are necessary for safe operation.~~
14
15 ~~11. Removal of a Service Animal: A school administrator may ask an individual with a disability~~
16 ~~or his/her parents to remove a service animal from a school building, a classroom, or from a~~
17 ~~school function if any of the following circumstances occurs:~~
18
19 ~~a. The animal is out of control and the animal's handler does not take effective action to~~
20 ~~control it; or~~
21
22 ~~b. The animal is not housebroken.~~
23
24 ~~e. The animal's presence would "fundamentally alter" the nature of the service, program,~~
25 ~~or activity.³~~
26
27 ~~12. If an animal is properly excluded: If a public entity properly excludes a service animal under~~
28 ~~Sec. 35.136(b), it shall give the individual with a disability the opportunity to participate in the~~
29 ~~service, program, or activity without having the service animal on the premises. 28 C.F.R. Sec.~~
30 ~~35.136(e)~~
31
32 ~~13. A service animal must have a harness, leash, or other tether, unless either the handler is unable~~
33 ~~because of a disability to use the harness, leash, or other tether, or the use of a harness, leash, or~~
34 ~~other tether would interfere with the service animal's safe, effective performance of work or~~
35 ~~tasks, in which case the service animal must be otherwise under the handler's control.~~
36
37 ~~14. The Germantown Municipal School District is not responsible for the care or supervision of a~~
38 ~~service animal, including walking the animal or responding to the animal's needs to relieve~~
39 ~~itself.~~
40
41 ~~a. The school system is not responsible for providing a staff member to walk the service~~
42 ~~animal or to provide any other care or assistance to the animal.~~
43
44 ~~b. Students with service animals are expected to care and supervise their animal. In the case of~~
45 ~~a young child or a student with disabilities who is unable to care for or supervise his or her~~

~~service animal, the parent is responsible for providing care and supervision of the animal without interfering with the academic or social learning environment of the classroom. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.~~

Under the Americans With Disabilities Act, a “service animal” is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person’s disability. Emotional support, comfort animals, and therapy dogs are not service animals under the Americans With Disabilities Act. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this Policy. Service animals do not have to wear a vest or patch or special harness identifying them as a service animal. This policy is intended to define rights to service animals under the Americans With Disabilities Act only, not under any other laws.

Student Service Animals

Parents/guardians shall direct all requests that a service animal be permitted to accompany their child at school and/or school sponsored activities to their child’s school Principal. Within two (2) business days of the request, the Principal shall schedule a meeting to discuss the request.

Except in situations where it is obvious that the dog is a service animal, the Principal or their designee/s may ask during the meeting the following questions: (1) is the dog a service animal required because of a disability and (2) what work or task has the dog been trained to perform. No GMSD employee may request any documentation for the dog or require that the dog demonstrate its task. The student is responsible for caring for and supervising the service animal, which includes toileting and cleaning up after the animal; however, if a student’s disability precludes the student from performing the aforementioned tasks, this issue should be discussed during the meeting between the Principal or their designee and the student’s parent/guardian.

Service animals must be permitted to accompany their handlers to and through self-service food lines. Service animals must be under the control of the handler at all times. The service animals must be harnessed, leashed, or tethered while at any GMSD school or at any school sponsored activity. If a service animal is out of control and the handler does not take effective action to control it and/or if the animal is not housebroken, the Principal or their designee may ask that the service animal be removed from the premises.

Allergies and fear of dogs are not valid reasons for denying access to service dogs. However, when a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, they both should be accommodated.

Public Service Animals

1 Any person who intends to enter upon an GMSD school with a service dog shall check in with the school
2 Principal or their designee. Except in situations where it is obvious that the dog is a service animal, the
3 Principal or their designee/s may ask the following questions: (1) is the dog a service animal required
4 because of a disability and (2) what work or task has the dog been trained to perform. No GMSD
5 employee may request any documentation for the dog, require that the dog demonstrate its task, or
6 inquire about the nature of the person's disability. The handler is responsible for caring for and
7 supervising the service animal, which includes toileting, the animal.

8 Service animals are allowed to accompany the handler to any place in any GMSD building where
9 members of the public or program participants are allowed to be.

10 Service animals must be under the control of their handler at all times. Service animals must be
11 harnessed, leashed, or tethered while at any GMSD school or at any school sponsored activity. If a
12 service animal is out of control and the handler does not take effective action to control it and/or if the
13 animal is not housebroken, the Principal or their designee may ask that the service animal be removed
14 from the premises.

15 Allergies and fear of dogs are not valid reasons for denying access to service dogs. However, when a
16 person who is allergic to dog dander and a person who uses a service animal must spend time in the same
17 room or facility, they both should be accommodated.

Legal References

28 C.F.R. § 35.136
29 C.F.R. § 38.16
T.C.A. § 39-14-216
T.C.A. § 62-7-112

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Long-Term Leaves of Absence for Professional Personnel	Descriptor Code: 5.304	Issued Date: 5/**/22 05/05/14
		Rescinds:	Issued:

- 1 All personnel holding a position that requires a teacher's license shall be granted leave for military
2 service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child
3 or parent deployed for military duty out of the country who has been granted rest and recuperation
4 leave. Such personnel may be granted leave for educational improvements or other sufficient reasons
5 as determined by the **director of schools Superintendent**. If granted, such leave shall not result in the
6 forfeiture of accumulated leave, credits, tenure status or other fringe benefits.¹
- 7 All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the
8 **director of schools Superintendent**. The 30-day notice may be waived or reduced by the **director of**
9 **schools Superintendent** upon submission of a certified statement by a physician. The application for
10 leave forms shall require:
- 11 1. A description of the type of leave requested;
 - 12 2. The requested dates for beginning and ending the leave; and
 - 13 3. A statement of intent to return to the position from which leave is granted.¹
- 14 Each request for leave must be acted upon by the **director of schools Superintendent** within fifteen (15)
15 days. Each applicant shall be notified in writing of the action of the **director Superintendent** and the
16 beginning and ending dates of the leave which is granted.²
- 17 All leaves, except military leave, shall be from a specific date to a specific date. However, any leave
18 may be extended by the **director of schools Superintendent** upon written request from the teacher.
19 Military leave shall be granted for whatever period may be required. The procedure and condition for
20 extending a leave are the same as those used when originally requesting and granting the leave. Leave
21 to visit a spouse, child, or parent deployed for military duty out of the country who has been granted
22 rest and recuperation leave shall be granted for no longer than ten (10) days.³
- 23 Leave to hold legislative office shall not be granted for more than any portion of four (4) calendar
24 years without the consent of the **local board of education Board**.⁶
- 25 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim
26 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim
27 teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be
28 placed in the same or a comparable position upon return.⁴
- 29 Part-time leaves may be granted by the **director of schools Superintendent** upon written request for the
30 same conditions as for full-time leave.

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

4 PAY AND BENEFITS

5 All leave granted in conformance with this policy shall be without pay except as may be covered by
6 sick leave in the case of maternity and recuperative leaves. Paid leave provided for maternity or
7 recuperative leave will run concurrently with leave that is protected by the federal Family Medical
8 Leave Act. Employees shall have the opportunity to continue participation, at their own expense, in
9 group insurance plans subject to restrictions of the insuring carrier.

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
6. TCA 49-5-713

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~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Physical Assault Leave</h2>	Descriptor Code: 5.307	Issued Date: 5/**/22 07/27/21
		Rescinds: 5.307	Issued: 05/05/14

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
 2 other violent criminal acts committed in the course of the teacher's employment duties shall receive
 3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal, or
 4 professional leave.¹

5 The school system shall continue to pay the teacher's full benefits including, but not limited to health
 6 insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician
 7 to return to work or the date on which the teacher is determined by the teacher's physician to be
 8 permanently disabled from returning to work.² "Full benefits," as used in this section means the benefits
 9 the teacher was receiving from GMSD when the teacher was placed on leave due to the teacher's personal
 10 injury. "Full benefits," as used herein does not include the teacher's full salary.

11 A signed statement listing the cause of the absence shall be provided by the employee on forms
 12 furnished by the ~~director of schools~~ **GMSD Human Resources Department** and shall promptly be given
 13 to the immediate supervisor in support of all claims. A certificate from the physician on forms
 14 furnished by the ~~director of schools~~ **GMSD Human Resources Department** may also be required to
 15 verify the extent of the injury.³

16

Legal References

- 1. ~~TCA 49-5-714(a); Public Acts of 2021, Chapter No. 377~~
- 2. ~~TCA 49-5-714(b); Public Acts of 2021, Chapter No. 377~~
- 3. TRR/MS 0520-01-02-.04(4)(b)

Cross-References

- ~~Worker's Compensation 3.602~~
- ~~Sick Leave 5.302~~
- ~~Long Term Leaves of Absence 5.304~~

*Previously Policy name was Hepatitis B (HBV)

Germantown Municipal School District			
Monitoring: Review: Annually	Descriptor Term: Bloodborne Pathogens	Descriptor Code: 5.402	Issued Date: 5/**/22 05/04/14
		Rescinds:	Issued:

1 ~~All schools shall provide a sanitary environment and shall establish routines for handling body fluids~~
2 ~~that are recommended by appropriate health professionals.¹~~

3 ~~All school district personnel shall be advised of routine procedures to follow in handling body fluids.~~
4 ~~These procedures shall provide simple and effective precautions against transmission of diseases to~~
5 ~~persons potentially exposed to the blood or body fluids of another. These procedures shall be standard~~
6 ~~health and safety practices. No distinction shall be made between body fluids from individuals with a~~
7 ~~known disease and individuals without symptoms or with an undiagnosed disease.~~

8 ~~The administration shall develop, in consultation with medical personnel, a regulation to be distributed~~
9 ~~to all staff. Training and appropriate supplies shall be available to all personnel including those involved~~
10 ~~in transportation and custodial services.~~

11 ~~In addition to insuring that these health and safety practices are carried out on a district-wide basis,~~
12 ~~special emphasis shall be placed in those areas of school district operation that potentially present a~~
13 ~~greater need for these precautions.~~

14 **~~CONFIDENTIALITY AND NON-DISCRIMINATION²~~**

15 ~~In all instances, district personnel shall respect the individual's right to privacy and treat any medical~~
16 ~~diagnosis as confidential information. The director of schools shall initiate procedures to ensure that all~~
17 ~~medical information will be held in strict confidence. Any school staff member who violates~~
18 ~~confidentiality shall be subject to appropriate disciplinary measures.~~

19 ~~Under no circumstances shall information identifying an employee with HBV be released to the public.~~

20 **~~SAFETY~~**

21 ~~Employees who are at high risk of occupational exposure shall be identified and provided with personal~~
22 ~~protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include~~
23 ~~custodians, school nurses, special education teachers and instructional assistants, playground~~
24 ~~supervisors, coaches, and physical education teachers.~~

25 ~~When any employee is known to have been exposed to HBV on the job-site, the employee will be notified~~
26 ~~immediately by a supervisor, and the board shall provide vaccinations.~~

27 ~~The principal will ensure that an accident report is filed for all accidents. The report will include the~~
28 ~~employee's name, date of the accident, an explanation of the accident and the care used in treating the~~
29 ~~individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.~~

EDUCATION AND UNIVERSAL PRECAUTIONS

~~HBV education, including universal precautions on handling blood and other body fluids, will be provided to all school personnel and volunteers and may include members of the board.~~

The Policy applies to all occupational exposure to blood or other potentially infectious materials as defined by 29 C.F.R. 1910.1030.

Definitions

“Bloodborne Pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus and human immunodeficiency virus.

“Occupational Exposure” means anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.

“Other Potentially Infectious Materials” means

- a) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- b) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- c) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions.

Exposure Control Plan

The GMSD Coordinated School Health Supervisor shall prepare and maintain an “Occupational Exposure Control Plan” designed to eliminate or minimize employee exposure. The GMSD Coordinated School Health Supervisor shall ensure that a copy of the “Occupational Exposure Control Plan” is accessible to all employees. The “Occupational Exposure Control Plan” shall be reviewed and updated by the GMSD Coordinated School Health Supervisor at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

General Protocols

The Superintendent is charged with ensuring that each GMSD worksite is maintained in a clean and sanitary condition.

1 All employees are required to wash hands and any other skin with soap and water, or flush mucous
2 membranes with water immediately or as soon as feasible following contact of such body areas with
3 blood or other potentially infectious materials.

4 Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate
5 containers until properly reprocessed.

6 When there is occupational exposure as defined above, the employee who has a reasonable likelihood of
7 being exposed shall be provided, at no cost to the employee, appropriate personal protective equipment
8 such as, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces,
9 resuscitation bags, pocket masks or other ventilation devices.

10 When personal protective equipment is removed, the employee is required to place it in an appropriately
11 designated area or container for storage, washing, decontamination or disposal.

12 Warning labels that meet federal requirements shall be affixed to containers of regulated waste,
13 refrigerators and freezers containing blood or other potentially infectious material. The labels shall be
14 fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

15 The GMSD Coordinated School Health Supervisor shall establish and maintain a sharps injury log for
16 the recording of percutaneous injuries from contaminated sharps. The information in the sharps' injury
17 log shall be recorded and maintained in such manner as to protect the confidentiality of the injured
18 employee.

19 **Vaccinations and Testing**

20 GMSD shall provide, at no cost to employees, the hepatitis B vaccine and/or vaccination series to all
21 employees who have occupational exposure and all employees who have had an exposure incident. The
22 GMSD Coordinated School Health Supervisor shall ensure the location of the medical facility at which
23 the hepatitis B vaccine and/or vaccination series will be offered is listed on the GMSD website.

24 The GMSD Coordinated School Health Supervisor will obtain and provide the employees who have had
25 an exposure incident with a copy of the evaluating healthcare professional's written opinion regarding
26 the employee's exposure within fifteen (15) days after the completion of the evaluation.

27 **Training**

28 GMSD employees with occupational exposure shall, at no cost to the employees, and during regular
29 working hours, be trained about the exposure to bloodborne pathogens. Said employees shall receive
30 training at the time of initial assignment to tasks where occupational exposure may take place and at
31 least annually thereafter. Additional training shall be provided when changes such as modification of
32 tasks or procedures or institution of new tasks or procedures affect the employee's occupational
33 exposure. The GMSD Coordinated School Health Supervisor shall be responsible for ensuring that all
34 employees with occupational exposure have received the aforementioned training.

1 **Confidentiality**

2 The GMSD Human Resources Department shall ensure that employee medical records are kept
3 confidential and not disclosed or reported without the employee's express written consent to any person
4 within or outside the workplace as required by federal law.

5 **Record Retention**

6 The GMSD Human Resources Department shall maintain medical records, vaccination records, records
7 of exposure and treatment for the duration of employment plus thirty (30) years. Training records shall
8 be maintained for three (3) years from the date on which the training occurred.

9
10

Legal References

1. 29 CFR § 1910.1030
2. ~~TCA 68-10-113~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Conflict of Interest	Descriptor Code: 5.601	Issued Date: 5/**/22 03/19/18
		Rescinds: 5.601	Issued: 04/07/14

1 The employees of Germantown Municipal School District shall avoid any **engagement situation** in
2 which a conflict of interest **or the appearance of impropriety** could interfere with the duties and
3 responsibilities ~~designated by the Germantown Municipal School Board and would reflect in a manner~~
4 ~~detrimental to the system~~ of the employee. The following is prohibited:

- 5 • Any pecuniary transaction, indirectly or directly, by a professional employee or school board
6 member concerned with supplying books, maps, school furniture, and/or other apparatus to the
7 school system of employment or to act as agent for anyone is expressly forbidden by statute.¹
- 8 • All employees, including non-faculty employees and school volunteers, are prohibited from
9 requiring current or prospective students to participate on club teams, AAU teams, or any other
10 program or event in which an employee/volunteer is compensated.
- 11 • Individual tutoring or any types of coaching/instruction for compensation to any student
12 currently enrolled in a staff member's school.
- 13 • Selling items or soliciting money for personal gain or profit during school hours or at an off-
14 campus event attended by students and staff.
- 15 • Soliciting, referring, or encouraging students into programs, schools, or universities for
16 personal compensatory gain.
- 17 • ~~Employees will not engage in any type of work where the source of information concerning a~~
18 ~~customer, client, or employer originates from information obtained through the school system.~~
- 19 • **Employees shall not accept any gifts, money or consideration or favor of any kind from anyone**
20 **that a reasonable person would understand to be intended to influence the judgment or**
21 **decision-making of the employee.**

22
23 It shall not be considered a violation of this policy for an employee to receive entertainment,
24 food, refreshments, meals, amenities, or foodstuffs that are provided in connection with
25 professional development conferences.

Legal References

- † T.C.A. 49-6-2003

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 5/**/22 11/15/16
		Rescinds:	Issued:

1 WORK SCHEDULES

2 The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty
3 minutes¹ and will continue until professional responsibilities to the student and the school are completed.
4 Administrative meetings, curriculum development, student supervision, assigned duties, parent
5 conferences, group or individual planning and extra-curricular activities may require hours beyond the
6 stated minimum. Teachers shall be allotted an individual duty-free planning period of two and one-half
7 (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to
8 major program improvement.² Work schedules for other employees will be defined by the ~~director of~~
9 ~~schools~~ **Superintendent** or their designee, consistent with the Fair Labor Standards Act and provisions
10 of this policy.

11 WORKWEEK DEFINED

12 Working hours for all employees not exempted under the Fair Labor Standards Act,³ ~~including~~
13 ~~secretaries, bus drivers, cafeteria, janitorial and maintenance personnel,~~ will conform to federal and state
14 regulations. The ~~director of schools~~ **Superintendent** will ensure that job positions are classified as exempt
15 or non-exempt and that employees are made aware of such classifications. Supervisors will make every
16 effort to avoid circumstances which will require non-exempt employees to work more than forty (40)
17 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for
18 school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

19 NON-EXEMPT EMPLOYEES

20 Non-exempt employees shall be compensated in compliance with all applicable state and federal laws.
21 Employees shall correctly record all work time. ~~and review their paystub promptly to identify errors.~~
22 Any errors **in an employee's pay** shall be immediately reported to the employee's supervisor.

23 ~~Employees shall not work any hours outside of their scheduled workday unless the employee's~~
24 ~~supervisor has authorized the hours in advance and the overtime hours are recorded on the employee's~~
25 ~~time card.~~ Employees shall not start before, or finish after their scheduled work hours. Employees are
26 not authorized to work during a meal break, and shall not engage in any unrecorded work.

27 Any employee who fails to report any hours worked, inaccurately reports any hours worked, falsifies a
28 time ~~card~~ **entry**, or alters another employee's time ~~card~~ **entry** will be subject to disciplinary action, up to
29 and including discharge.

30 District employees shall not instruct another employee or subordinate to incorrectly or falsely report
31 hours worked or alter another employee's time ~~card~~ **entry** in any way. Employees instructed to perform

1 these actions or requested to conceal any falsification of time records shall immediately report such
2 violations to the **GMSD** Human Resources Department.

3 **OVERTIME AND COMPENSATORY TIME⁴**

4 The **Board** discourages overtime work by non-exempt employees. A non-exempt employee will not work
5 overtime without the express approval of their supervisor. All overtime work must be expressly approved
6 in writing by the **director of schools Superintendent** or **their his/her** designee. ~~All supervisory personnel
7 must monitor overtime on a weekly basis and report such time to the director of schools/designee.~~
8 Principals and **Supervisors** will monitor employees' work, will ensure that overtime provisions of this
9 policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated
10 for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-
11 exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time
12 **entries** of actual hours worked during the workweek will be **signed** submitted by each employee. ~~and
13 submitted to the finance director. The finance director will review work records of employees on a
14 regular basis to make an assessment of overtime use.~~

15 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
16 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory time
17 (1) is pursuant to an agreement between ~~the employer~~ **GMSD** and employee reached before overtime
18 work is performed, and (2) is authorized by the immediate supervisor.

19 **Non-exempt** employees will be allowed to use compensatory time within a reasonable period after
20 requesting such use if the requested use of the compensatory time does not unduly disrupt the operation
21 of the school ~~division~~ or **central office**. Employees may accrue a maximum of 240 compensatory time
22 hours before they will be provided overtime pay at the rate earned by the employee at the time the
23 employee receives such payment. In addition, upon leaving the school ~~division~~ or **central office**, an
24 employee must be paid for any unused compensatory time at the rate of not less than the higher of (1)
25 the average regular rate received by the employee during his/her last three (3) years of employment, or
26 (2) the final regular rate received by the employee.

27 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of
28 pay for time worked up to forty (40) hours or may receive flex hours in the number of hours between 35
29 and 40 worked. Such employees shall be provided overtime pay or compensatory time, ~~as provided~~ at a
30 rate of one and one-half (1.5) hours for one hour of overtime worked for working more than forty (40)
31 hours in a workweek.

32 ~~This policy shall be included in the staff handbook, however,~~ Upon being employed, employees will be
33 provided with a copy of this policy and will be required to sign this policy to acknowledge their
34 understanding of overtime and compensatory time provisions. Such signed policy shall be placed in the
35 employee's personnel file. ~~and shall constitute the written agreement in this section.~~

36 **Employees will be required to complete a **GMSD** form provided by their Supervisor, prior to working
37 overtime.**

38

39

1 ATTENDANCE EXPECTATIONS

- 2 All employees are expected to be present during all work hours. Absence without prior approval, chronic
3 absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and
4 will result in disciplinary action up to and including dismissal.

Legal References

1. ~~TRR/MS 0520-01-03-.03(1)~~
2. ~~TRR/MS 0520-01-03-.03(4); TCA 49-1-302 (e)(2)~~
3. ~~29 CFR 553.20-23~~
4. ~~29 CFR 541.100, .101, .200, .204, .300, .303~~

29 CFR 541.204
29 CFR 541.303
29 CFR 553.20-23

Cross-References

School Day 1.801
Curriculum Development 4.200
Reporting Student Progress 4.601
In-Service & Staff Development Activities 5.113



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 24

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
142-71300-499	Other Supplies & Materials	17,300	-	(5,737)	11,563
142-71300-730	Vocational Equipment	6,288	-	13,044	19,332
142-72130-355	Travel	9,670	-	(5,395)	4,275
142-72130-524	In-service/Staff development	4,050	-	(1,912)	2,138

REASON FOR AMENDMENT:

Reallocation of CTE Perkins Basic funds.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

_____ Budget revision is denied for the following reason(s):

_____ GMSD Board Chair _____ Date

_____ GMSD Superintendent _____ Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 25

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
141-72520-162	Clerical	68,951	-	11,046	79,997
141-72520-201	Social Security	22,036	-	685	22,721
141-72520-204	Retirement	34,833	-	994	35,827
141-72520-206	Life insurance	1,000	-	20	1,020
141-72520-207	Medical insurance	28,000	-	1,439	29,439
141-72520-212	Medicare	5,154	-	160	5,314
141-40210	Local option sales tax revenue	7,720,404	-	14,344	7,734,748

REASON FOR AMENDMENT:

Benefits Specialist - new hire - May and June 2022 during transition.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

_____ Budget revision is denied for the following reason(s):

_____ Date _____

_____ Date _____

School Tenure Eligibility Review

Understandings:

1. According to school board policy, 5.117-*Teacher Tenure*, “the decision to grant tenure is solely within the discretion of the board.”
2. Tenure is granted typically when there has been a completion of five (5) school years or not less than forty-five (45) months within the last seven-year period.
3. Employees’ evaluations must demonstrate an overall performance effectiveness level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education, during the last two (2) years of the probationary period.
4. Teachers from other public school systems in the state of Tennessee who arrived to us in a non-tenured status can include these years of service to count towards the five (5) years with the last two of the five years being at levels of overall performance level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education. Year 5 of the non-tenured status does have to be with the Germantown Municipal School District.
5. A teacher who comes to us and *has tenure* from another Tennessee public school system must serve two (2) consecutive school years with us on probationary status. During these two (2) years of service, the teacher does have to perform at levels of overall performance level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education.

Process:

- A list was generated by the Human Resources Department on teachers who met tenure eligibility requirements at the conclusion of the 2020-2021 school year.
- *Important Note Regarding LOE Scores for 2019-2020: Chapter 2 of the Public Acts of 2021 revised the tenure law to allow a teacher who has met all other requirements for tenure eligibility but has not acquired an official evaluation score during the last one (1) or (2) years of the probationary period due to unavailable data due to the cancellation of TCAP tests as a result of the COVID-19 pandemic to utilize the most recent (2) years of available evaluation scores achieved during the probationary period to meet the LOE requirements for tenure eligibility. This applies to educators serving in their 4th or 5th year in the 2019-20 school year.*
- Since GMSD educators did not receive LOE scores for the 19-20 school year, GMSD reviewed their LOE scores for the 18-19 and 20-21 school year to determine tenure eligibility.
- Principals reviewed the list and then were asked to identify any staff members who may have inadvertently been left off the list.
- HR, by this collaborative effort with the Principals, reviewed these additional names and determined their eligibility status for tenure as described in the *Understandings* section. The finalized list of teacher names eligible for tenure is on page 2.

With Gratitude:

Thank you, GMSD School Board, for reviewing this list of twenty eight (28) staff members. By granting these teachers tenure, you have honored their work with children in this school district. On their behalf, Superintendent Manuel, the GMSD HR Team, and our School Principals appreciate the consideration and the amount of work you put in for this school district.

GMSD Tenure Recommendations

The following Certified Staff Members have met the requirements for initial tenure eligibility according to TCA 49-5-501 et seq.

2020-2021

Certified Staff Member	Location
Donna Jones	Dogwood Elem
Kara Lowe	Dogwood Elem
Lisa Navarro	Dogwood Elem

Certified Staff Member	Location
Susan Eaton	Farmington Elem
Kelcey Horn	Farmington Elem
Lindsay Pierce	Farmington Elem
Mary "Heather" Whitsitt	Farmington Elem

Certified Staff Member	Location
Heather Crowley	Forest Hill Elem
Rebecca Dowdle	Forest Hill Elem
Lori Graham	Forest Hill Elem
Kate Greer	Forest Hill Elem
Anthony Smith	Forest Hill Elem
Michael Stratton	Forest Hill Elem

Certified Staff Member	Location
Amanda Freeman	Houston High
Kelsey Gilbert	Houston High
Kinsey Healy	Houston High
Ashley Kreitz	Houston High
Piia Latvatalo	Houston High
Vanessa Stephenson	Houston High

Certified Staff Member	Location
Thomas Hamer	Houston Middle
Devon Pohlman	Houston Middle
Emily Squires	Houston Middle

Certified Staff Member	Location
Tamara Hamilton	Riverdale Elem
Laura Beth Liddon	Riverdale Elem
Perry Pennington	Riverdale Elem
Christina Wiley	Riverdale Elem
Megan Woodring	Riverdale Elem

Certified Staff Member	Location
Laura Freeman	District Office