

GMSD Board Business Meeting
May 23, 2022 6:00 PM
Board Room, GMSD Office

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Agenda
5. Recognition and Awards
6. REPORTS
 - 6.A. TLN Update (Tennessee Legislature)
 - 6.B. Chairman's Report
 - 6.C. Financial Report
 - 6.D. Superintendent's Report
7. Citizens to be heard
8. CONSENT AGENDA
 - 8.A. Approval of the Minutes
 - 8.B. Review / Revision of Policies - Second Reading
 - 8.C. Review / Revision of Policies - First Reading
 - 8.D. Miscellaneous FY 21-22 Budget Amendments # 26, 27, 28, 29 & 30
 - 8.E. Approval of Houston Middle School Softball Fee
9. BOARD ACTION ITEMS
 - 9.A. Revision Policy 4.700 Testing Programs
 - 9.B. Revision Policy 2.600 Bonded Employees - First Reading
 - 9.C. GMSD FY 22-23 Other Funds Budget - First Reading
 - 9.D. GMSD FY 22-23 General Purpose Fund Budget - Second and Final Reading
 - 9.E. Health Clinic RFP
10. Announcements
11. Adjournment

Germantown Board of Education TLN Report (May 23, 2022)

The Tennessee General Assembly adjourned at the end of April, but not before passing a few additional pieces of education-related legislation. Notable legislation includes:

- HB 2430 / SB 2315, which relates to the operation of Germantown Elementary, Middle, and High Schools.
- The new public school funding formula, known as the Tennessee Investment in Student Achievement Act (or “TISA”).
- HB 2666 / SB 2247, under which Tennessee’s state textbook commission can overrule local school board decisions and ban certain school library books statewide if they are deemed “inappropriate for the age or maturity levels” of students with access to them. The appointed commission members can hear appeals from parents, school employees, and others.
- HB 324 / SB 388, which returns Tennessee to a 10-point grading scale for high school students instead of a seven-point scale for assigning A to F letter grades.
- HB 2152 / SB 2405, which approved the largest increase for HOPE scholarships since they began in 2004. Beginning with the 2022-23 academic year, the awards will increase from \$3,500 to \$4,500 for full-time eligible freshmen and sophomores and from \$4,500 to \$5,700 for juniors and seniors.

In Tennessee Department of Education news, the Department and University of Tennessee system are opening a Grow Your Own Center in an effort to centralize and strengthen the state’s 65 existing “grow your own” programs, which seek to create new paths to the teaching profession.

Finally, federal and state courts recently have issued rulings on issues covered in previous TLN reports.

- In *Metropolitan Government of Nashville and Davidson County v. Tennessee Department of Education*, the Tennessee Supreme Court, in a 3-2 decision, ruled that Shelby County and Metro have standing to challenge the constitutionality of the Education Savings Account Pilot Program (or the “ESA Act”) under the Home Rule Amendment, which is Article XI, Section 9, of the Tennessee Constitution. The Court also ruled the Home Rule Amendment does not render the ESA Act unconstitutional. The case is now headed back to the trial court for consideration of the Counties’ claims under the education and equal protection clauses of the Tennessee Constitution.
- In *R.K. v. Lee*, the United States Court of Appeals for the Sixth Circuit declined to stay the trial court’s Order enjoining Governor Lee and the Commissioner of Education from enforcing recent legislation related to face coverings in schools.

Germantown Municipal School District

BALANCE SHEET

All Funds

As of Month Ending April 30, 2022

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
ASSETS								
Cash and Cash Equivalents	3,131,976.29	(1,260,026.22)	780,072.08	635,894.50	1,523,416.29	90,994.04	-	4,902,326.98
Investments - LGIP	17,573,287.98	-	-	-	1,057,997.56	4,183,668.40	-	22,814,953.94
Investments - Money Market	10,002,874.38	-	-	-	-	-	-	10,002,874.38
Accrued Interest	-	-	-	-	-	12.22	-	12.22
Accounts Receivable	17,759.79	-	303,713.59	-	-	-	-	321,473.38
Due from Other Govts	-	1,260,026.22	-	-	-	-	-	1,260,026.22
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	42,829.94	-	-	-	-	-	-	42,829.94
Restricted Investments - SRT	371,525.00	-	-	-	-	-	-	371,525.00
Prepaid Expenses	6,650.00	-	-	-	-	-	-	6,650.00
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,970,270.25	1,970,270.25
Buildings	-	-	-	-	-	-	109,908,360.61	109,908,360.61
Improvements	-	-	-	-	-	-	2,528,909.80	2,528,909.80
Equipment	-	-	-	-	-	-	18,471,203.07	18,471,203.07
Construction-in-Progress	-	-	-	-	-	-	13,909,079.09	13,909,079.09
Accumulated Depreciation	-	-	-	-	-	-	(23,395,161.26)	(23,395,161.26)
ASSETS TOTAL	31,146,903.38	-	1,083,785.67	635,894.50	2,581,413.85	4,274,674.66	129,770,555.56	169,493,227.62
LIABILITIES								
Accounts Payable	-	-	240,090.50	-	-	-	-	240,090.50
Accrued Expenses	76,583.40	-	-	-	850,555.00	-	-	927,138.40
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	1,150.00	-	83,364.78	-	-	-	-	84,514.78
LIABILITIES TOTAL	77,733.40	-	323,455.28	-	850,555.00	-	-	1,251,743.68
FUND BALANCE								
Change in Fund Balance	9,584,630.40	-	759,052.97	(1,124,271.11)	(500,113.00)	(4,730.29)	11,547,730.81	20,262,299.78
Beginning Fund Balance	21,484,539.58	-	1,277.42	1,760,165.61	2,230,971.85	4,279,404.95	118,222,824.75	147,979,184.16
Ending Fund Balance	31,069,169.98	-	760,330.39	635,894.50	1,730,858.85	4,274,674.66	129,770,555.56	168,241,483.94
LIABILITIES AND FUND BAL TOTAL	31,146,903.38	-	1,083,785.67	635,894.50	2,581,413.85	4,274,674.66	129,770,555.56	169,493,227.62
VARIANCE	-	-	-	-	-	-	-	-

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending April 30, 2022

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
REVENUES:					
BEP Revenue	30,450,087.00	3,049,500.00	27,445,500.00	(3,004,587.00)	90.13%
Shelby County:					
Property Taxes	16,832,894.00	1,392,617.19	16,822,584.09	(10,309.91)	99.94%
Sales Tax	7,734,748.00	710,275.14	6,364,529.87	(1,370,218.13)	82.28%
Wheel Tax	1,477,882.00	101,890.70	797,202.45	(680,679.55)	53.94%
City of Germantown:					
Maintenance of Effort	2,549,581.00	256,838.67	2,568,386.40	18,805.40	100.74%
PEG Funding	148,000.00	-	34,086.34	(113,913.66)	23.03%
Mixed Drink Tax	132,000.00	15,418.79	129,800.08	(2,199.92)	98.33%
Other Local Revenue	595,420.00	6,503.67	421,540.66	(173,879.34)	70.80%
Tuition	101,885.00	1,925.00	73,516.00	(28,369.00)	72.16%
Other State Revenue	391,015.00	40,524.68	309,748.24	(81,266.76)	79.22%
Transfers - Indirect Costs	70,000.00	-	-	(70,000.00)	0.00%
Reserves	7,799,188.72	-	-	(7,799,188.72)	0.00%
TOTAL REVENUES	68,282,700.72	5,575,493.84	54,966,894.13	(13,315,806.59)	80.50%
EXPENDITURES:					
Regular Instruction					
Salaries & Wages	20,997,216.00	1,738,335.56	15,309,768.91	(5,687,447.09)	72.91%
Benefits	5,678,916.00	483,489.38	4,249,501.91	(1,429,414.09)	74.83%
Maint & Rep - Equipment	12,000.00	149.87	5,106.69	(6,893.31)	42.56%
Travel	1,500.00	80.50	600.50	(899.50)	40.03%
Other Contract Svcs	702,430.00	58,673.73	498,316.87	(204,113.13)	70.94%
Inst. Supplies	1,040,072.05	4,776.02	450,229.99	(589,842.06)	43.29%
Textbooks	500,000.00	-	18,050.76	(481,949.24)	3.61%
Software	350,000.00	-	313,086.86	(36,913.14)	89.45%
Other Supplies	169,200.00	63.00	155,583.75	(13,616.25)	91.95%
Other Charges	28,384.00	272.88	26,417.45	(1,966.55)	93.07%
Equipment	455,953.62	3,228.29	111,592.61	(344,361.01)	24.47%
Total Regular Instruction	29,935,671.67	2,289,069.23	21,138,256.30	(8,797,415.37)	70.61%
Alternative Education					
Salaries & Wages	243,214.00	19,244.79	172,463.56	(70,750.44)	70.91%
Benefits	66,810.00	5,335.91	44,630.59	(22,179.41)	66.80%
Inst. Supplies	2,000.00	-	-	(2,000.00)	0.00%
Equipment	2,000.00	-	-	(2,000.00)	0.00%
Total Alternative Education	314,024.00	24,580.70	217,094.15	(96,929.85)	69.13%
Special Education					
Salaries & Wages	3,722,638.00	305,243.25	2,648,991.36	(1,073,646.64)	71.16%
Benefits	1,045,558.00	86,961.13	728,996.01	(316,561.99)	69.72%
Contract w/Priv. Agencies	30,150.00	-	30,149.04	(0.96)	100.00%
Contracts for Sub Teachers	600.00	-	232.20	(367.80)	38.70%
Noncertified Subs	81.27	-	81.27	0.00	100.00%
Inst. Supplies	38,618.73	5,843.94	38,618.76	0.03	100.00%
Equipment	5,900.00	-	5,865.83	(34.17)	99.42%
Total Special Education	4,843,546.00	398,048.32	3,452,934.47	(1,390,611.53)	71.29%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending April 30, 2022

Career & Technical Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	944,863.00	73,019.35	674,218.20	(270,644.80)	71.36%
Benefits	300,402.00	22,149.41	198,487.05	(101,914.95)	66.07%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	22,000.00	-	19,150.00	(2,850.00)	87.05%
Equipment	25,844.24	-	1,794.97	(24,049.27)	6.95%
Total Career & Technical Education	1,294,109.24	95,168.76	893,650.22	(400,459.02)	69.06%
Attendance & Planning					
Salaries & Wages	552,684.00	45,082.50	442,729.06	(109,954.94)	80.11%
Benefits	142,109.00	11,426.80	107,252.88	(34,856.12)	75.47%
Travel	750.00	-	-	(750.00)	0.00%
Other Contract Svcs.	1,000.00	-	-	(1,000.00)	0.00%
Other Supplies	12,000.00	-	-	(12,000.00)	0.00%
Inservice/Staff Dev.	16,750.00	542.81	12,993.12	(3,756.88)	77.57%
Other Charges	5,000.00	86.48	3,573.91	(1,426.09)	71.48%
Total Attendance & Planning	730,293.00	57,138.59	566,548.97	(163,744.03)	77.58%
Health Services					
Salaries & Wages	409,050.00	30,356.30	315,823.03	(93,226.97)	77.21%
Benefits	137,642.00	11,036.79	101,838.23	(35,803.77)	73.99%
Other Contract Svcs.	1,000.00	-	1,000.00	0.00	100.00%
Other Supplies	25,874.00	1,239.10	10,939.63	(14,934.37)	42.28%
Inservice/Staff Dev.	4,000.00	21.93	3,910.28	(89.72)	97.76%
Other Charges	3,000.00	-	2,996.36	(3.64)	99.88%
Equipment	3,000.00	231.84	2,987.25	(12.75)	99.58%
Total Health Services	583,566.00	42,885.96	439,494.78	(144,071.22)	75.31%
Other Student Support/Guidance					
Salaries & Wages	958,315.00	75,264.50	717,084.31	(241,230.69)	74.83%
Benefits	276,198.00	21,047.50	193,229.88	(82,968.12)	69.96%
Other Contract Svcs.	30,000.00	728.00	14,836.64	(15,163.36)	49.46%
Other Supplies	10,900.00	-	-	(10,900.00)	0.00%
Inservice/Staff Dev.	30,000.00	7,452.36	20,942.25	(9,057.75)	69.81%
Other Charges	1,500.00	-	1,499.99	(0.01)	100.00%
Other Equipment	44,771.00	-	38,039.22	(6,731.78)	84.96%
Total Other Student Support	1,351,684.00	104,492.36	985,632.29	(366,051.71)	72.92%
Reg. Instruction Support					
Salaries & Wages	1,811,883.00	130,318.17	1,334,465.01	(477,417.99)	73.65%
Benefits	432,675.00	35,042.03	338,583.34	(94,091.66)	78.25%
Consultants	43,000.00	-	10,000.00	(33,000.00)	23.26%
Travel	1,000.00	-	-	(1,000.00)	0.00%
Library Books/Media	43,400.00	-	43,400.00	0.00	100.00%
Other Supplies	19,500.00	2,039.78	6,699.09	(12,800.91)	34.35%
Inservice/Staff Dev.	69,000.00	3,672.93	42,211.14	(26,788.86)	61.18%
Other Charges	5,000.00	108.74	2,724.51	(2,275.49)	54.49%
Other Equipment	11,000.00	-	5,828.07	(5,171.93)	52.98%
Total Reg. Instruction Support	2,436,458.00	171,181.65	1,783,911.16	(652,546.84)	73.22%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending April 30, 2022

SPED Support	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	1,315,276.00	110,588.47	1,042,066.18	(273,209.82)	79.23%
Benefits	351,878.00	28,969.88	266,255.41	(85,622.59)	75.67%
Travel	2,500.00	152.69	1,676.93	(823.07)	67.08%
Other Contract Svcs	10,000.00	2,580.00	4,667.68	(5,332.32)	46.68%
Other Supplies	12,000.00	1,300.00	10,139.52	(1,860.48)	84.50%
Inservice/Staff Dev.	19,000.00	-	18,766.29	(233.71)	98.77%
Other Charges	1,500.00	35.86	825.37	(674.63)	55.02%
Total SPED Support	1,712,154.00	143,626.90	1,344,397.38	(367,756.62)	78.52%
Career and Technical Support					
Director/ Supervisor	19,051.00	1,556.46	15,938.16	(3,112.84)	83.66%
Benefits	6,119.00	418.42	4,007.48	(2,111.52)	65.49%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	155.25	1,467.21	(2,532.79)	36.68%
Total Vocational Support	31,123.00	2,130.13	21,412.85	(9,710.15)	68.80%
Technology					
Salaries & Wages	716,429.00	55,443.06	593,891.36	(122,537.64)	82.90%
Benefits	225,762.00	14,865.71	146,853.67	(78,908.33)	65.05%
Communications	81,600.00	8,539.40	78,681.48	(2,918.52)	96.42%
Consultants	8,274.01	2,430.00	(2,818.08)	(11,092.09)	-34.06%
Maintenance & Repairs	129,001.00	14,203.00	91,475.04	(37,525.96)	70.91%
Internet Connectivity	226,910.75	13,401.20	118,364.68	(108,546.07)	52.16%
Travel	1,000.00	-	72.30	(927.70)	7.23%
Other Contract Svcs.	0.00	-	495.00	495.00	0.00%
Office Supplies	500.00	-	-	(500.00)	0.00%
Cabling	10,818.63	1,212.54	4,761.53	(6,057.10)	44.01%
Software	487,458.90	12,500.00	438,514.95	(48,943.95)	89.96%
Other Supplies	23,402.79	3,091.48	14,785.13	(8,617.66)	63.18%
Inservice/Staff Dev.	8,000.00	-	4,360.46	(3,639.54)	54.51%
Other Charges	10,000.00	-	-	(10,000.00)	0.00%
Adm Equipment	64,456.34	5,205.81	49,581.84	(14,874.50)	76.92%
Other Equipment	13,518.00	-	10,509.99	(3,008.01)	77.75%
Total Technology	2,007,131.42	130,892.20	1,549,529.35	(457,602.07)	77.20%
Board of Education					
Salaries & Wages	21,500.00	-	21,500.00	0.00	100.00%
Benefits	67,645.00	294.54	60,637.12	(7,007.88)	89.64%
OPEB	687,550.00	-	623,519.00	(64,031.00)	90.69%
Audit Services	62,450.00	-	62,450.00	0.00	100.00%
Dues & Memberships	17,000.00	175.00	16,804.00	(196.00)	98.85%
Legal Services	175,000.00	12,409.00	140,433.00	(34,567.00)	80.25%
Other Supplies	1,000.00	-	100.39	(899.61)	10.04%
Judgments	355,453.00	-	355,453.00	0.00	100.00%
Liability Insurance	100,748.00	-	81,367.47	(19,380.53)	80.76%
Surety Bond Premium	300.00	-	300.00	0.00	100.00%
Trustee Commissions	443,447.00	34,660.26	398,570.75	(44,876.25)	89.88%
Workers' Compensation	80,000.00	1,000.00	58,516.04	(21,483.96)	73.15%
Inservice/Staff Dev.	18,000.00	-	15,131.24	(2,868.76)	84.06%
Total Board of Education	2,030,093.00	48,538.80	1,834,782.01	(195,310.99)	90.38%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending April 30, 2022

Superintendent	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	410,726.00	32,722.48	335,342.24	(75,383.76)	81.65%
Benefits	113,889.00	9,545.48	89,992.58	(23,896.42)	79.02%
Dues & Memberships	9,500.00	-	3,044.00	(6,456.00)	32.04%
Postal Charges	10,000.00	126.00	6,270.03	(3,729.97)	62.70%
Travel	2,000.00	-	59.70	(1,940.30)	2.99%
Other Contracted Svcs.	32,600.00	594.36	17,034.72	(15,565.28)	52.25%
Office Supplies	20,000.00	-	5,644.28	(14,355.72)	28.22%
Other Supplies	28,250.00	1,624.60	14,998.22	(13,251.78)	53.09%
Inservice/Staff Dev.	21,200.00	-	11,168.79	(10,031.21)	52.68%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
Total Superintendent	649,165.00	44,612.92	483,554.56	(165,610.44)	74.49%
Office of the Principal					
Salaries & Wages	2,979,781.00	242,921.72	2,205,732.67	(774,048.33)	74.02%
Benefits	840,272.00	65,127.45	575,227.88	(265,044.12)	68.46%
Other Contract Svcs.	30,000.00	-	27,500.00	(2,500.00)	91.67%
Other Supplies	147,000.00	-	147,000.00	0.00	100.00%
Inservice/Staff Dev.	11,775.00	340.25	8,034.01	(3,740.99)	68.23%
Other Charges	14,725.00	-	14,725.00	0.00	100.00%
Total Office of the Principal	4,023,553.00	308,389.42	2,978,219.56	(1,045,333.44)	74.02%
Fiscal Services					
Salaries & Wages	421,117.00	32,214.62	328,554.70	(92,562.30)	78.02%
Benefits	110,877.00	7,941.44	76,175.04	(34,701.96)	68.70%
Dues & Memberships	700.00	-	350.00	(350.00)	50.00%
Travel	600.00	-	230.76	(369.24)	38.46%
Office Supplies	5,000.00	113.25	4,149.76	(850.24)	83.00%
Software	82,000.00	14,208.99	72,738.96	(9,261.04)	88.71%
Inservice/Staff Dev.	6,000.00	-	2,367.03	(3,632.97)	39.45%
Other Charges	17,250.00	553.73	9,578.48	(7,671.52)	55.53%
Other Equipment	1,500.00	-	532.58	(967.42)	35.51%
Total Fiscal Services	645,044.00	55,032.03	494,677.31	(150,366.69)	76.69%
Human Resources					
Salaries & Wages	366,467.00	28,945.12	295,706.33	(70,760.67)	80.69%
Benefits	99,321.00	7,208.72	75,741.47	(23,579.53)	76.26%
Dues & Memberships	720.00	-	-	(720.00)	0.00%
Travel	100.00	-	-	(100.00)	0.00%
Other Contract Svcs.	6,500.00	-	6,446.25	(53.75)	99.17%
Office Supplies	2,000.00	233.43	1,286.75	(713.25)	64.34%
Software	15,200.00	-	11,537.40	(3,662.60)	75.90%
Other Supplies	1,200.00	-	423.00	(777.00)	35.25%
Inservice/Staff Dev.	40,815.00	2,603.22	22,882.95	(17,932.05)	56.07%
Other Charges	2,000.00	-	1,745.92	(254.08)	87.30%
Total Human Resources	534,323.00	38,990.49	415,770.07	(118,552.93)	77.81%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending April 30, 2022

Operation of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	371,694.00	25,967.02	293,874.61	(77,819.39)	79.06%
Benefits	126,268.00	8,428.43	84,725.99	(41,542.01)	67.10%
Janitorial Services	850,000.00	70,257.27	673,729.63	(176,270.37)	79.26%
Other Contract Svcs.	150,000.00	11,363.21	107,897.32	(42,102.68)	71.93%
Utilities	1,180,000.00	52,730.26	815,355.25	(364,644.75)	69.10%
Property Insurance	273,232.00	-	273,232.00	0.00	100.00%
Other Charges	50,922.25	3,972.71	33,328.05	(17,594.20)	65.45%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
Total Operation of Plant	3,007,116.25	172,718.90	2,282,142.85	(724,973.40)	75.89%
Maintenance of Plant					
Salaries & Wages	472,727.00	38,525.42	394,500.30	(78,226.70)	83.45%
Benefits	141,040.00	10,035.16	97,783.95	(43,256.05)	69.33%
Maintenance & Repairs	847,910.00	69,983.27	689,329.50	(158,580.50)	81.30%
Travel	20,000.00	266.36	5,862.87	(14,137.13)	29.31%
Other Contract Svcs.	10,000.00	8,669.39	8,669.39	(1,330.61)	86.69%
Office Supplies	1,000.00	7.99	454.37	(545.63)	45.44%
Inservice/Staff Dev.	8,500.00	-	5,619.71	(2,880.29)	66.11%
Total Maintenance of Plant	1,501,177.00	127,487.59	1,202,220.09	(298,956.91)	80.09%
Transportation					
Contracts w/Other Schools	89,351.00	5,512.00	55,120.00	(34,231.00)	61.69%
Contracts w/Private Agencies	1,750,000.00	122,278.22	915,905.38	(834,094.62)	52.34%
Diesel	200,000.00	25,393.24	145,881.50	(54,118.50)	72.94%
Total Transportation	2,039,351.00	153,183.46	1,116,906.88	(922,444.12)	54.77%
Safety					
Benefits		-	22.88	22.88	#DIV/0!
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	-	119.54	(130.46)	47.82%
Other Supplies & Materials	500.00	296.60	332.30	(167.70)	66.46%
Inservice/Staff Dev.	5,000.00	-	4,999.99	(0.01)	100.00%
Other Charges	21,944.00	-	21,174.95	(769.05)	96.50%
Other Equipment	8,000.00	673.33	4,803.65	(3,196.35)	60.05%
Total Safety	38,694.00	969.93	31,453.31	(7,240.69)	81.29%
Capital Outlay					
Architects	327,575.00	11,000.00	113,132.05	(214,442.95)	34.54%
Transfer to Other Funds	526,437.00	-	382,103.33	(144,333.67)	72.58%
Building Construction	5,755,111.00	-	504,743.88	(5,250,367.12)	8.77%
Building Improvements	1,602,703.14	54,305.83	936,752.87	(665,950.27)	58.45%
Other Capital Outlay	262,598.00	16,658.00	212,943.04	(49,654.96)	81.09%
Total Capital Outlay	8,474,424.14	81,963.83	2,149,675.17	(6,324,748.97)	25.37%
Transfers to Cafeteria Fund	100,000.00	-	-	(100,000.00)	0.00%
EXPENDITURES TOTAL	68,282,700.72	4,491,102.17	45,382,263.73	(22,900,436.99)	66.46%
TOTAL FUND BALANCE	0.00	1,084,391.67	9,584,630.40		

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending April 30, 2022

	<u>BUDGET</u>	<u>Month</u>	<u>FYTD</u>	<u>EXPENDED</u>
REVENUES:				
Consolidated Admin	119,622.00	8,452.19	91,819.95	76.76%
Title I	1,930,202.00	188,917.33	821,253.48	42.55%
Title II	113,547.00	4,877.65	55,606.29	48.97%
Title III	16,283.00	-	11,795.34	72.44%
Title IV	140,675.00	10,758.37	93,737.98	66.63%
IDEA, Part B	1,773,747.00	112,413.99	825,514.43	46.54%
IDEA, Preschool	32,621.00	12,346.64	22,759.60	69.77%
IDEA, SPDG	10,000.00	-	-	0.00%
Carl Perkins - Basic	50,683.00	6,755.00	31,037.01	61.24%
ESSER 1.0	204,447.00	4,820.95	185,030.16	90.50%
ESSER 2.0	4,643,120.00	15,488.90	4,196,794.31	90.39%
ESSER 3.0	11,307,498.00	837,841.68	7,211,970.34	63.78%
ESSER Planning Grant	175,000.00	285.00	56,525.00	32.30%
Civics Seal Grant	15,000.00	8,129.24	8,129.24	54.19%
ARP IDEA	331,732.00	3,181.14	131,775.34	39.72%
ARP IDEA Preschool	22,116.00	1,515.11	4,967.65	22.46%
ELC Grant	1,032,725.00	-	525.82	0.05%
TN All Corps Grant	280,000.00	42,333.04	144,142.12	51.48%
TOTAL REVENUES	22,199,018.00	1,258,116.23	13,893,384.06	62.59%
EXPENDITURES:				
Title - Cons Admin				
Salaries & Wages	78,876.00	6,443.80	65,984.52	83.66%
Benefits	21,722.00	1,793.14	17,254.33	79.43%
Indirect Costs	5,564.00	-	-	0.00%
Inservice/Staff Dev.	9,413.00	215.25	4,928.09	52.35%
Other Equipment	4,047.00	-	3,653.01	90.26%
Total Title - Cons Admin	119,622.00	8,452.19	91,819.95	76.76%
Title I				
Salaries & Wages	501,687.00	33,514.28	298,378.02	59.47%
Benefits	113,414.00	5,841.23	57,150.69	50.39%
Contracts for Sub Teachers	61,123.00	2,089.80	15,325.20	25.07%
Other Contract Svcs	26,392.00	-	13,070.00	49.52%
Inst. Supplies	354,146.00	29,799.42	193,387.81	54.61%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	27,522.00	-	-	0.00%
Inservice/Staff Dev.	271,543.00	24,887.61	131,361.52	48.38%
Other Charges	6,558.00	579.94	1,378.34	21.02%
Regular Instruction Equipment	563,597.00	92,205.05	109,788.82	19.48%
Other Equipment	3,620.00	-	1,413.08	39.04%
Total Title I	1,930,202.00	188,917.33	821,253.48	42.55%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending April 30, 2022

Title II				
Salaries & Wages	65,108.00	2,990.84	33,685.88	51.74%
Benefits	15,867.00	853.96	7,974.92	50.26%
Contracts for Sub Teachers	3,495.00	-	116.10	3.32%
Indirect Costs	2,120.00	-	-	0.00%
Inservice/Staff Dev.	26,957.00	1,032.85	13,829.39	51.30%
Total Title II	113,547.00	4,877.65	55,606.29	48.97%
Title III				
Instructional Supplies & Materials	12,853.00	-	10,665.60	82.98%
Indirect Costs	100.00	-	-	0.00%
Inservice/Staff Dev.	2,400.00	-	225.00	9.38%
Regular Instruction Equipment	930.00	-	904.74	97.28%
Total Title III	16,283.00	-	11,795.34	72.44%
Title IV				
Contracts for Sub Teachers	6,966.00	232.20	4,121.55	59.17%
Instructional Supplies & Materials	26,275.00	2,324.10	20,253.62	77.08%
Other Supplies	17,871.00	1,665.67	14,008.22	78.39%
Inservice/Staff Dev.	69,841.00	6,536.40	37,194.63	53.26%
Regular Instruction Equipment	17,000.00	-	15,748.01	92.64%
Other Equipment	2,722.00	-	2,411.95	88.61%
Total Title IV	140,675.00	10,758.37	93,737.98	66.63%
Carl Perkins - Basic				
Travel	4,275.00	4,275.00	4,275.00	100.00%
Instructional Supplies & Materials	11,075.00	-	11,075.00	100.00%
Other Supplies	11,563.00	2,480.00	11,563.00	100.00%
Inservice/Staff Dev.	4,438.00	-	4,124.01	92.92%
Vocational Equipment	19,332.00	-	-	0.00%
Total Carl Perkins - Basic	50,683.00	6,755.00	31,037.01	61.24%
IDEA B				
Salaries & Wages	834,939.00	61,143.38	534,474.01	64.01%
Benefits	308,529.00	16,404.14	148,564.61	48.15%
Contracts W/Private Agencies	178,679.00	6,274.16	83,208.26	46.57%
Maintenance & Repairs-Vehicles	3,000.00	468.95	1,382.95	46.10%
Travel	600.00	63.94	364.98	60.83%
Noncertified Subs	35,000.00	-	-	0.00%
Other Contract Svcs.	40,000.00	-	4,633.52	11.58%
Fuel	2,000.00	462.97	1,445.13	72.26%
Instr. Supplies	80,000.00	26,763.80	41,520.00	51.90%
Other Supplies	90,000.00	832.65	3,209.74	3.57%
Indirect costs	30,000.00	-	-	0.00%
Vehicle Insurance	1,000.00	-	222.28	22.23%
Inservice/Staff Dev.	85,000.00	-	1,008.40	1.19%
Other Charges	25,000.00	-	-	0.00%
Special Education Equipment	60,000.00	-	5,480.55	9.13%
Total IDEA B	1,773,747.00	112,413.99	825,514.43	46.54%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending April 30, 2022

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending April 30, 2022

IDEA Preschool				
Contracts W/Private Agencies	9,514.00	3,780.00	9,896.00	104.02%
Instr. Supplies	3,000.00	3,000.04	3,000.04	100.00%
Other Supplies	4,297.00	566.60	3,749.66	87.26%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	13,022.00	5,000.00	5,000.00	38.40%
Equipment	2,000.00	-	1,113.90	55.70%
Total IDEA Preschool	32,621.00	12,346.64	22,759.60	69.77%

IDEA SPDG				
Salaries & Wages	7,134.00	-	-	0.00%
Benefits	1,560.00	-	-	0.00%
Contracts for Sub Teachers	1,045.00	-	-	0.00%
Noncertified Subs	261.00	-	-	0.00%
Total IDEA SPDG	10,000.00	-	-	0.00%

ESSER 1.0				
Contracts W/Private Agencies	19,000.00	-	18,675.00	98.29%
Contracts for Sub Teachers	9,459.00	-	9,459.00	100.00%
Other Contracted Svcs	21,303.00	-	21,303.00	100.00%
Custodial Supplies	19,673.00	-	19,672.87	0.00%
Instructional Supplies & Materials	25,348.00	4,327.00	25,347.94	100.00%
Inservice/Staff Dev.	53,988.00	-	51,617.00	95.61%
Other Charges	42,902.00	-	26,339.40	61.39%
Reg Instruction Equipment	12,774.00	493.95	12,615.95	98.76%
Total ESSER 1.0	204,447.00	4,820.95	185,030.16	90.50%

ESSER 2.0				
Salaries & Wages	233,890.00	12,477.76	133,762.83	57.19%
Benefits	90,144.00	3,011.14	30,234.48	33.54%
Contracts W/Private Agencies	550,000.00	-	301,428.00	54.81%
Building Construction	3,769,086.00	-	3,731,369.00	99.00%
Total ESSER 2.0	4,643,120.00	15,488.90	4,196,794.31	90.39%

ESSER 3.0				
Salaries & Wages	3,681,993.00	80,659.73	1,294,928.30	35.17%
Benefits	725,933.00	17,520.29	245,269.41	33.79%
Communication	17,000.00	-	17,000.00	100.00%
Contracts W/Private Agencies	110,000.00	-	110,000.00	100.00%
Custodial Services	200,000.00	-	-	0.00%
Contracts for Sub Teachers	400,000.00	37,558.35	281,190.64	70.30%
Instructional Supplies & Materials	109,243.00	2,111.76	2,111.76	1.93%
Software	73,685.00	-	-	0.00%
Building Construction	4,170,295.00	699,991.55	3,472,733.85	83.27%
Reg Instruction Equipment	1,819,349.00	-	1,788,736.38	98.32%
Total ESSER 3.0	11,307,498.00	837,841.68	7,211,970.34	63.78%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending April 30, 2022

ESSER Planning Grant				
Other Contracted Svcs	175,000.00	285.00	56,525.00	32.30%
Total ESSER Planning Grant	175,000.00	285.00	56,525.00	32.30%
Civics Seal Grant				
Salaries & Wages	7,600.00	7,116.10	7,116.10	93.63%
Benefits	1,257.00	1,013.14	1,013.14	80.60%
Instructional Supplies & Materials	4,262.00			0.00%
Other Charges	1,881.00	-	-	0.00%
Total Civics Seal Grant	15,000.00	8,129.24	8,129.24	54.19%
ARP IDEA				
Salaries & Wages	65,000.00	-	-	0.00%
Benefits	15,000.00	-	-	0.00%
Contracts for Sub Teachers	12,000.00	-	2,912.14	24.27%
Other Contracted Svcs	25,000.00	2,959.44	22,424.17	89.70%
Other Supplies	34,732.00	221.70	34,524.86	99.40%
Inservice/Staff Dev.	15,000.00	-	13,625.97	90.84%
Special Education Equipment	165,000.00	-	58,288.20	35.33%
Total ARP IDEA	331,732.00	3,181.14	131,775.34	39.72%
ARP IDEA Preschool				
Noncertified Sub	15,000.00	1,515.11	3,197.75	21.32%
Other Contracted Svcs	335.00	-	-	0.00%
Instructional Supplies & Materials	1,800.00	-	1,769.90	98.33%
Special Education Equipment	4,981.00	-	-	0.00%
Total ARP IDEA Preschool	22,116.00	1,515.11	4,967.65	22.46%
Epidemiology & Lab Capacity (ELC) Grant				
Salaries & Wages	426,828.00	-	-	0.00%
Benefits	122,129.00	-	-	0.00%
Medical & Drug Supplies	104,000.00	-	525.82	0.51%
Other Charges	25,000.00	-	-	0.00%
Bldg Improvements	275,000.00	-	-	0.00%
Health Equipment	79,768.00	-	-	0.00%
Total Epidemiology & Lab Capacity (ELC) Grant	1,032,725.00	-	525.82	0.05%
TN All Corps				
Salaries & Wages	247,600.00	38,862.50	132,650.00	53.57%
Benefits	28,400.00	2,973.04	10,152.46	35.75%
Other Supplies & Materials	4,000.00	497.50	1,339.66	33.49%
Total TN All Corps	280,000.00	42,333.04	144,142.12	51.48%
Total Expenditures	22,199,018.00	1,258,116.23	13,893,384.06	62.59%
TOTAL FUND BALANCE	0.00	-	-	

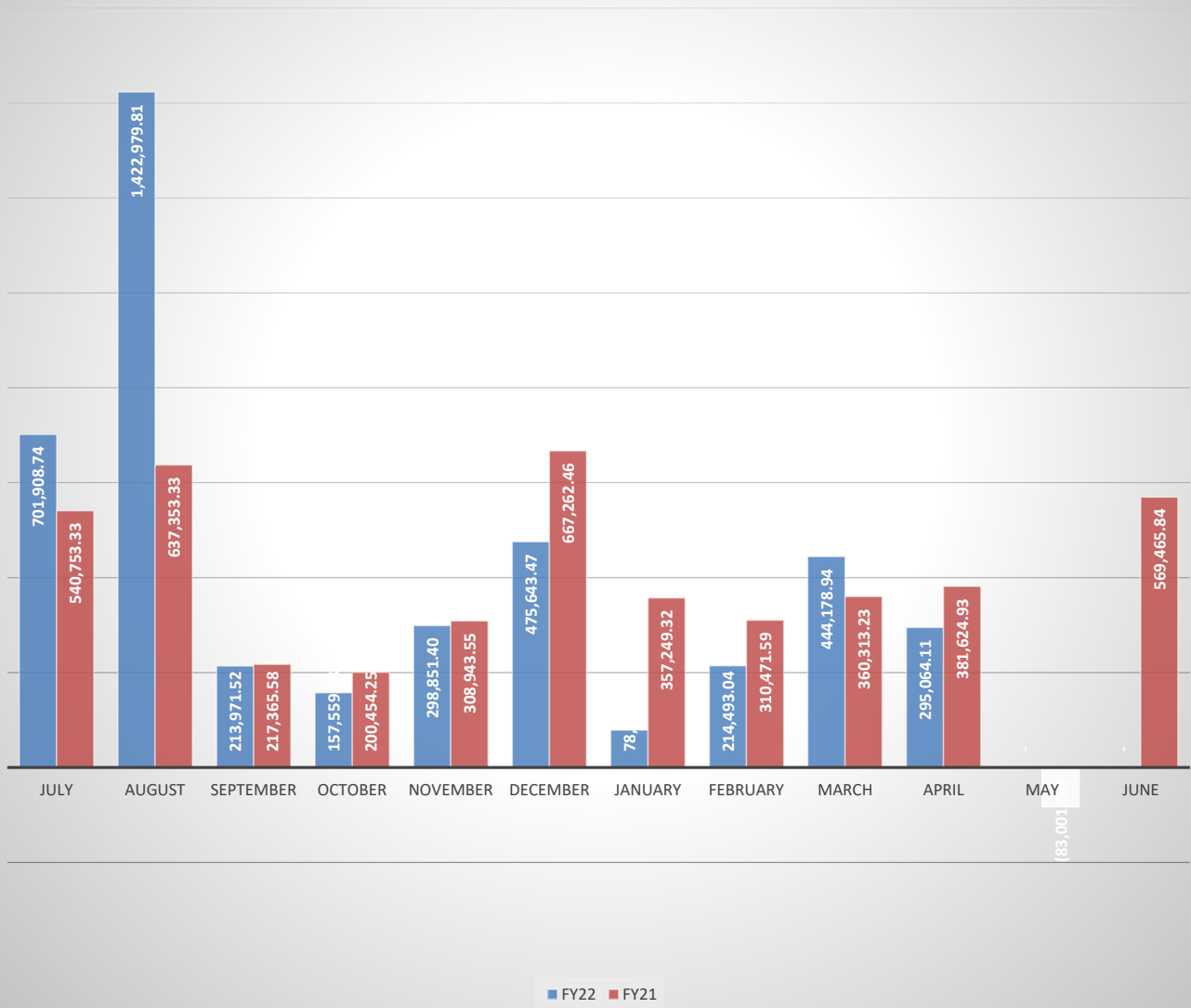
Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
As of Month Ending April 30, 2022

	Month	FYTD	BUDGET	EXPENDED
REVENUES:				
Employee Contributions	188,144.23	1,589,934.00	1,938,402.00	82.02%
Employer Contributions	347,189.96	2,936,399.80	3,606,846.00	81.41%
Other Income	50,997.00	142,972.50	200,000.00	71.49%
Interest Income	315.53	711.93	-	0.00%
Reserves	-	-	428,100.00	0.00%
TOTAL REVENUES:	586,646.72	4,670,018.23	6,173,348.00	75.65%
EXPENDITURES:				
Medical Claims	295,064.11	4,303,332.80	5,183,348.00	83.02%
Stop-Loss Premiums	71,685.94	661,722.07	750,000.00	88.23%
Administrative Expenses	19,964.92	205,076.36	240,000.00	85.45%
TOTAL EXPENDITURES:	386,714.97	5,170,131.23	6,173,348.00	83.75%
FUND BALANCE	199,931.75	(500,113.00)	-	

	FY 22 Cash Basis Claims	FY 21 Cash Basis Claims		
July	701,908.74	540,753.33		
August	1,422,979.81	637,353.33		
September	213,971.52	217,365.58		
October	157,559.98	200,454.25		
November	298,851.40	308,943.55		
December	475,643.47	667,262.46		
January	78,681.79	357,249.32		
February	214,493.04	310,471.59		
March	444,178.94	360,313.23		
April	295,064.11	381,624.93		
May	-	(83,001.04)		
June	-	569,465.84		
Y-T-D	4,303,332.80	4,468,256.37	Monthly Average Budgeted	431,945.67

Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
 As of Month Ending April 30, 2022

Analysis of Cash Basis Claims for FY 2021-22



Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAPITAL PROJECTS FUND
As of Ending April 30, 2022

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
REVENUES:				
County Commission	2,200,000.00	-	804,783.25	36.58%
Bonds Issued	5,000,000.00	259,127.32	1,985,888.17	39.72%
Transfers from City of Germantown	1,500,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	1,760,165.25	-	-	0.00%
TOTAL REVENUES:	<u>10,460,165.25</u>	<u>259,127.32</u>	<u>2,790,671.42</u>	<u>26.68%</u>
EXPENDITURES:				
Architects	323,040.25	-	23,040.25	7.13%
Building Construction	10,137,125.00	422,466.06	3,891,902.28	38.39%
TOAL EXPENDITURES:	<u>10,460,165.25</u>	<u>422,466.06</u>	<u>3,914,942.53</u>	<u>37.43%</u>
FUND BALANCE	<u>-</u>	<u>(163,338.74)</u>	<u>(1,124,271.11)</u>	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAFETERIA FUND

As of Month Ending April 30, 2022

	BUDGET	Month	YTD	EXPENDED
REVENUES:				
Lunch, Breakfast, A la Carte Sales	467,180.00	57,772.75	416,766.77	89.21%
USDA School Lunch	2,192,552.00	255,810.25	1,897,840.07	86.56%
USDA Breakfast	339,890.00	47,903.34	315,694.73	92.88%
Other State Funds	-	13,469.47	13,469.47	0.00%
Other Federal Thru State Funds	-	-	3,565.11	0.00%
Other Revenue	4,000.00	-	2,270.00	56.75%
Reserves	-	-	-	0.00%
TOTAL REVENUES	3,003,622.00	374,955.81	2,649,606.15	88.21%
EXPENDITURES:				
Other Contracted Services - SFE	2,144,622.00	240,090.50	1,822,389.19	84.97%
NET BALANCE	859,000.00	134,865.31	827,216.96	96.30%
DISTRICT EXPENDITURES:				
Maint and Repair - Equipment	40,000.00	391.66	15,248.80	38.12%
Other Supplies & Materials	7,000.00	128.79	6,336.29	90.52%
Inservice/ Staff Development	2,000.00	-	186.80	9.34%
Equipment	125,000.00	24,990.00	46,392.10	37.11%
TOTAL DISTRICT EXPENDITURES	174,000.00	25,510.45	68,163.99	39.17%
EXPENDITURES TOTAL	2,318,622.00	265,600.95	1,890,553.18	
Excess/(Def) of Revenues over Expenditures	685,000.00	109,354.86	759,052.97	110.81%
Operating Transfer In	100,000.00	-	-	0.00%
FUND BALANCE	785,000.00	109,354.86	759,052.97	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
OPEB TRUST

As of Month Ending April 30,2022

	<u>Month</u>	<u>YTD</u>	<u>BUDGET</u>	<u>EXPENDED</u>
REVENUES:				
Employer Contributions	-	679,422.00	755,000.00	89.99%
Retiree Contributions	-	-	80,000.00	0.00%
Interest and Dividend Income	6,795.59	69,184.72	75,000.00	92.25%
Realized gain/(loss) on investments	-	391,683.23	-	0.00%
Unrealized gain/(loss) on investments	(289,471.32)	(829,982.38)	280,000.00	-296.42%
Other Income			-	0.00%
TOTAL REVENUES	<u>(282,675.73)</u>	<u>310,307.57</u>	<u>1,190,000.00</u>	<u>26.08%</u>
EXPENDITURES:				
Retiree Stipends	7,200.00	65,850.00	64,000.00	102.89%
Medical Claims	-	228,404.56	600,000.00	38.07%
Insurance Premiums	-	-	48,000.00	0.00%
Administrative Expenses	1,208.33	20,783.30	25,000.00	83.13%
TOTAL EXPENDITURES	<u>8,408.33</u>	<u>315,037.86</u>	<u>737,000.00</u>	<u>42.75%</u>
FUND BALANCE	<u><u>(291,084.06)</u></u>	<u><u>(4,730.29)</u></u>	<u><u>453,000.00</u></u>	

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: <h3 style="text-align: center;">Safety</h3>	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** 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.**

28
29
30
31
32

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~~
- 35

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

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

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~~ **such**
19 **employee**. Military leave shall be granted for whatever period may be required. The procedure and
20 condition for extending a leave are the same as those used when originally requesting and granting the
21 leave. Leave to visit a spouse, child, or parent deployed for military duty out of the country who has
22 been granted 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: 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~~ **his/her** designee, consistent with the Fair Labor Standards Act and
10 provisions 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.

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

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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 **S**upervisors 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-
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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)
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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
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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

Monitoring: Review: Annually	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 6/**/22 12/16/15
		Rescinds: 1.106	Issued: 12/02/13

CODE OF ETHICS¹

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

Section 1. Definitions.

(1) “School district” means Germantown Municipal School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.

(2) “Officials and employees” means and includes any official, whether elected or appointed, officer or employee ~~or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof,~~ of the school district.

(3) “Personal interest” means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official’s or employee’s spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters. An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official’s or employee’s vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on ~~the attached~~ a disclosure form and file the disclosure form with the ~~school district’s central Superintendent’s~~ office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value. An official or employee, or an official’s or employee’s spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or

1 judgment of the official or employee in executing decision-making authority affecting the school
2 district.

3 It shall not be considered a violation of this policy for an official or employee to receive entertainment,
4 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in
5 connection with a conference sponsored by an established or recognized statewide association of
6 school board officials or by an umbrella or affiliate organization of such statewide association of
7 school board officials.

8 **Section 5. Ethics Complaints.** The school district may create a School District Ethics Committee (the
9 “Ethics Committee”) consisting of three members who will be appointed to one-year terms by the
10 Chairman of the Board of Education with confirmation by the Board of Education. At least two
11 members of the committee shall be members of the Board of Education. The Ethics Committee shall
12 convene as soon as practicable after its appointment and elect a chair and a secretary. The records of
13 the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the ~~director~~
14 ~~of schools~~ Superintendent, where they shall be open to public inspection.

15 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law
16 governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be
17 in writing and signed by the person making the complaint, and shall set forth in reasonable detail the
18 facts upon which the complaint is based.

19 The School District Ethics Committee may investigate any credible complaint against an official or
20 employee charging any violation of this Code of Ethics, or may undertake an investigation on its own
21 initiative when it acquires information indicating a possible violation, and make recommendations for
22 action to end or seek retribution for any activity that, in the Committee’s judgment, constitutes a
23 violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such
24 member shall recuse himself or herself from all proceedings involving such complaint.

25 The Committee may:

- 26 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
- 27 (2) in the case of an official, refer the matter to the school board body for possible public censure if
28 the board body finds such action warranted;
- 29 (3) in the case of an employee, refer the matter to the official responsible for supervision of the
30 employee for possible disciplinary action if the official finds discipline warranted;
- 31 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney
32 for possible ouster or criminal prosecution; !

33 The interpretation that a reasonable person in the circumstances would apply shall be used in
34 interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes
35 a violation of a personnel policy ~~or a civil service policy~~, the violation shall be dealt with as a violation
36 of the personnel ~~or civil service~~ provisions rather than as a violation of this Code of Ethics.

Legal References

T.C.A 8-17-103

~~Cross References~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 6/**/22 12/02/13
		Rescinds:	Issued:

1 The **C**hair of the **B**oard and the ~~director of schools~~ **S**uperintendent shall constitute the **E**xecutive
 2 **C**ommittee of the Board, with the **C**hair of the **B**oard serving as the **C**hair of the **E**xecutive **C**ommittee.⁺
 3 The duties shall be:

- 4 1. To prepare an agenda for each meeting of the Board;
- 5
- 6 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be
 7 sub- mitted to the Board for its approval;²
 8
- 9 3. To meet at the office of the ~~director of schools~~ **S**uperintendent as often as necessary to
 10 perform the duties required;
- 11
- 12 4. To advertise for bids and let contracts authorized by the Board;
- 13
- 14 5. To serve as the purchasing agent for the Board;
- 15
- 16 6. To examine all accounts authorized by the Board and ensure that the approved budget is
 17 not exceeded;
- 18
- 19 7. To submit for approval at each regular meeting of the Board a full report of all business
 20 **transacted** since the last regular meeting; and
 21
- 22 ~~8.~~ To transact any other business assigned to the **C**ommittee by the Board.⁺

Legal References

- 1- T.C.A. 49-2-203; ~~TCA 49-2-205(3)~~
- 2- T.C.A. 49-2-205~~(a)(10)(A)(i)~~
- 3- T.C.A. 49-2-206

~~Cross-References~~

- ~~Duties of Officers 1.201~~
~~Annual Operating Budget 2.200~~
~~Purchasing 2.805~~
~~Bids and Quotations 2.806~~
~~Qualifications/Duties of the Director of Schools 5.802~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 6/**/22 10/26/15
		Rescinds:	Issued:

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, ~~except with the attorney to discuss pending or threatened litigation, will~~
3 ~~be open to the public.~~¹ will be open to the public with the exception of:

4 1. Meetings with the Board Attorney to discuss pending or threatened litigation; and

5
6 2. Any meeting relating to school security, the district-wide school safety plans or the building-
7 level school safety plans; however, the Board shall not discuss or deliberate on any other
8 issues or subjects during such a meeting. Though closed to the public, reasonable notice shall
9 be provided to the general public prior to such a meeting.

10
11 Open meetings will be physically accessible to all students, employees, and interested citizens.²
12 Individuals with a disability may request an accommodation in order to fully participate as a member of
13 the general public in School Board meetings. The Board will make every effort to reach a reasonable
14 accommodation which will allow for participation in the School Board meeting. Such request should be
15 made to the central office.

16 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
17 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
18 of efficient and orderly public meetings.³

19 The ~~Director of Schools~~ **Superintendent** shall arrange for all business meetings and work sessions of the
20 Board to be videotaped and shall make the videos available for viewing on the District website.

21 REGULAR MEETINGS

22 The Germantown Board of Education shall hold regular monthly meetings at a determined time and
23 place agreeable to the **M**embers.

24 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
25 by the **C**hair.

26 SPECIAL MEETINGS

27 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
28 meetings shall be called by the **C**hair whenever, in the **C**hair's judgment, the interests of the schools
29 require it, or when requested to do so by a majority of the Board.⁴

1 Only business related to the call of the meeting, and details related to agenda items shall be discussed
2 or transacted by the Board at a special meeting.

3 **ELECTRONIC ATTENDANCE**⁵

4 Absent Board **M**embers may attend a regular or special meeting by electronic means if the **M**ember is
5 absent because of work, a family emergency, or the **M**ember's military service. If a **B**oard **M**ember is
6 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
7 However, a **B**oard **M**ember may not participate electronically more than two (2) times per year for
8 absences due to work and/or family emergencies.

9 *General Requirements*

10 The following requirements apply to all electronic attendance, regardless of the reason for the **M**ember's
11 absence:

- 12 1. A quorum of the Board must be physically present at the meeting in order for any **M**ember to attend
13 electronically.
- 14 2. Any **M**ember wishing to participate electronically must do so using technology which allows
15 the Chair to visually identify the **M**ember.
- 16 3. The responsibility for the connection lies with the **M**ember wishing to participate electronically.
17 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
18 additional attempts.
19
20

21 *Work Related Absence*

22 The following requirements apply to electronic attendance due to a work related absence:

- 23 1. The Board **M**ember must be absent from the **C**ounty due to work.
- 24 2. The **M**ember wishing to participate must give the Chair and ~~director~~ **Superintendent** at least
25 five (5) days notice prior to the meeting of the **M**ember's desire to participate electronically.
26

27 *Family Emergency*

28 The following requirement applies to electronic attendance due to a family emergency:

- 29 1. The **M**ember must be absent due to the hospitalization of the **M**ember or the death or
30 hospitalization of the **M**ember's spouse, father, mother, son, daughter, brother, sister, son-in-law,
31 daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-
32 in-law.

Legal References

1. T.C.A. 8-44-102;
2. T.C.A. 49-2-202(e)(1)
3. T.C.A. 49-2-203(e)
4. T.C.A. 49-6-804
5. 28 CFR § 36.201(a); 36.202
6. OP Tenn. Atty. Gen. 95-126

~~Cross References~~

- ~~School Board Legal Status and Authority 1.100~~
~~Section 504 and ADA Grievance Procedures 1.802~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Public Hearings	Descriptor Code: 1.401	Issued Date: 6/**/22 12/02/13
		Rescinds:	Issued:

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period, that licensed employee
3 shall be entitled to a hearing, upon written request, as provided by law;¹
4
- 5 2. When a student has been suspended and the resolution has not been satisfactory;²
6
- 7 3. When a parent or legal guardian shall contest the school assignment of their child;³ and/or
8
- 9 4. When the Board deems it to be in the public interest.

10 Any individual(s) requesting a hearing before the Board will make such request in writing stating the
11 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the
12 specific reasons for requesting the transfer. All requests for hearings must be received by the Board
13 or ~~director of schools~~ **Superintendent** within the time limit prescribed by law for that category of
14 hearing.

Legal References

- 1- T.C.A. 49-2-203(a)(6);
- 2- T.C.A. 49-2-301(GG)(i);
- 3- T.C.A. 49-5-512
- 4- T.C.A. 49-6-3201
- 5- T.C.A. 49-6-3401

Cross-References

- ~~Appeals To and Appearances Before the Board 1.404~~
~~Separation Practices for Non-Tenured Teachers 5.201~~
~~Separation Practices for Tenured Teachers 5.200~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 6/**/22 12/02/13
		Rescinds:	Issued:

- 1 The Board shall ensure adequate public notice ¹ of all regular meetings by publishing a complete
2 schedule for the entire school year. This schedule shall be posted in the central office, each school,
3 and on the school system's website and sent to the **P**resident of the local education association.²
- 4 In the event of a special **B**oard meeting, notice shall be provided at least twenty-four (24) hours prior
5 to the meeting and shall be posted in the same locations and in the same manner as regular **B**oard
6 meetings. All notices of special **B**oard meetings shall state the time, place and purpose of the
7 meeting.
- 8 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
9 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
10 notice shall be given to all appropriate parties as is practical.

Legal References

- ¹ T.C.A. 8-44-103
² T.C.A. 49-2-202(~~e~~)(¹)

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 6/**/22 12/02/13
		Rescinds:	Issued:

1 The Executive Committee of the Board shall be responsible for developing an agenda for each Board
2 meeting. Any Board Member may place items on the agenda for discussion. The particular order
3 may vary from meeting to meeting in keeping with the business at hand.

4 For a regular Board meeting, the agenda (which shall include the consent agenda), together with
5 supporting materials, shall be distributed to Board Members at least five (5) calendar days prior to
6 the scheduled date of the meeting. The agenda shall be available for public inspection and/or
7 distribution when it is distributed to the Board Members. At the beginning of each meeting, the Board
8 shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or
9 deletion of items previously included on the agenda. ~~The Board, however, shall not revise board~~
10 ~~policies or adopt new ones, unless such action has been scheduled.~~

11 ~~Items of business may be suggested by any Board member, staff member, student or citizen of the~~
12 ~~district. Items submitted by non-Board members to be considered for Board action must be submitted~~
13 ~~in writing to the Director of Schools at least ten (10) days prior to the scheduled meeting date. The~~
14 ~~inclusion of items shall be at the discretion of the Director of Schools or Chair of the Board.~~ The
15 agenda ~~shall~~ may allow suitable time for the remarks of the public who wish to briefly speak before
16 the Board.

17 **CONSENT AGENDA**

18 While developing the agenda, the Chair and ~~director of schools~~ Superintendent may identify routine or
19 non-controversial items to be placed on the consent agenda, which shall become a part of the
20 regular agenda. If any Board Member objects to including an item on the consent agenda, that item
21 shall be moved to the regular agenda as an action item requiring discussion. The remaining consent
22 items shall be adopted in a single vote without discussion.

23 ~~**ANNUAL AGENDA**~~

24 ~~At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating~~
25 ~~month-by-month actions required by law and those required to carry out the Board's annual goals and~~
26 ~~objectives and the State Board of Education's performance standards. In addition, the annual agenda~~
27 ~~shall designate dates to monitor/review designated sections of the Board Policy Manual and to evaluate~~
28 ~~progress of programs for student achievement.~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Visitors to GMSD Property	Descriptor Code: 1.501	Issued Date: 6/**/22 12/02/13
		Rescinds:	Issued:

1 Except on occasions, such as school programs, athletic events, open house and similar public
2 events; all visitors will report to the school Office when entering ~~the a~~ school building or the
3 reception desk when entering the Central Office. Authorization to visit elsewhere in ~~the a~~ school
4 building, ~~or~~ on the school campus or Central Office building or grounds will be determined by the
5 Principal or designee or Superintendent or designee. ~~Guest passes shall be issued for~~ All persons
6 other than students and employees of the school District shall be issued a guest pass in order to
7 proceed past the school Office or Central Office reception desk.

8 In order to maintain the conditions and atmosphere suitable for learning, no ~~other~~ person shall
9 enter onto school buses or upon the grounds or into ~~the school~~ District owned or leased buildings
10 ~~during the hours of student instruction~~ except students assigned to ~~that~~ the bus or school, the staff of
11 the school, approved parents of students, employees of the School District ~~and~~ or other persons with
12 lawful and valid business on the school premises.[†]

13 Any person improperly on the premises of a school or District owned or leased facility shall depart on
14 the request of the School Principal or his/her designee or the Superintendent or his/her designee.

15 ~~Persons who come onto school property shall be under the jurisdiction of the site~~
16 ~~administrator/designee.~~ Individuals who come onto school District owned or leased property or who
17 contact employees ~~on~~ concerning school or District business are expected to behave ~~accordingly~~
18 respectfully and lawfully. Specifically, actions that are prohibited include, but are not limited to:

- 19 1. Cursing and use of obscenities;
- 20
- 21 2. Disrupting or threatening to disrupt school or Central Office operations;
- 22
- 23 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 24
- 25 4. Verbal or written statements or gestures indicating intent to harm an individual or property;
- 26 and
- 27
- 28 5. Physical attacks intended to harm an individual or substantially damage property.
- 29

30 ~~The Principal or his/her designee has the authority to exclude from the school premises any persons~~
31 ~~disrupting the educational programs in the classroom or in the school, disturbing the teachers or~~
32 ~~students on the premises, or on the premises for the purpose of committing an illegal act.~~[†]

1 The Principal or his/her designee or the Superintendent or his/her designee shall contact law
2 enforcement officials when he/she believes the situation warrants such measures.
3 In addition to any criminal penalty provided by law, there is a civil cause of action for an intentional
4 assault upon educational personnel by any person during school hours or during school functions, if the
5 parties are on school grounds or in vehicles owned, leased or under contract by GMSD and used for
6 transporting students or faculty. A person who commits such assault shall be liable to the victim for all
7 damages resulting from the assault. Upon prevailing, a victim shall be entitled to three (3) times the
8 amount of the actual damages and shall be entitled to reasonable attorney fees and costs.

Legal References

- ~~1-~~ T.C.A. 39-14-406
- ~~2-~~ T.C.A. 49-6-2008

~~Cross-References~~

- ~~Section 504 and ADA Grievance Procedures 1.802~~
- ~~Vendor Relations 2.809~~
- ~~Safety 3.201~~
- ~~Security 3.205~~
- ~~Care of School Property 6.311~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 6/**/22 12/02/13
		Rescinds:	Issued:

1 The Board of Education considers policy development its chief function therefore it is the intent of the
2 Board to develop written policies to serve as guidelines and goals for the successful and efficient
3 functioning of the schools.

4 Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they
5 may include why and how much. Policies should be broad enough to indicate a line of action to be
6 followed by the administration in meeting a number of problems; narrow enough to give guidance.
7 ~~Policies are guides for action by the administration, which then sets the rules and regulations to provide~~
8 ~~specific direction to school district personnel.~~

9 A proposed policy or policy change shall be submitted to the Board as part of the agenda. The
10 Board's approval of the proposal or return for study and/or further revision shall constitute the first
11 reading.

12 The proposed policy or policy amendment shall be considered at the next **B**oard meeting with the
13 final vote following the second reading. Adoption shall require an affirmative vote by a majority of
14 the members of the Board.

15 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be
16 placed in the policy manual. Policies and amendments shall be effective immediately upon adoption
17 unless a specific effective date is provided, and shall supersede any previous Board action on the
18 subject.

19 **POLICY MAINTENANCE**

20 The ~~director of schools~~ **Superintendent** shall be responsible for drafting policy proposals and
21 maintaining the *Board Policy Manual*. At least biennially, the Board shall review its policy manual for
22 the purpose of passing, revising or deleting policies mandated by changing conditions.⁺

23 Policies shall be accessible to all employees of the school system, members of the Board, and
24 citizens of the community.⁺ All policy manuals shall remain the property of the Board and are subject
25 to recall any time deemed necessary by the ~~director of schools~~ **Superintendent**.

26 **PROCEDURE FOR EXPEDITED ACTION**

27 On matters of ~~unusual~~ urgency, by an affirmative vote by a majority of the members of the Board, the
28 Board may waive the second reading limitation and take immediate action to adopt new or revised
29 policies. The Board may also vote to waive the second reading if a proposed amendment to a policy is
30 considered housekeeping or clerical in nature.

1 **SUSPENSION OF POLICIES**

2 Any Board policy or part thereof may be suspended by an affirmative vote by a majority of the
3 members of the Board.

4 **ADMINISTRATION IN POLICY ABSENCE**

5 In cases where the Board has provided no guidelines for administrative action, the ~~director of~~
6 ~~schools~~ Superintendent shall have the power to act, but report to the Board at its next meeting.

Legal References

± T.C.A. 49-2-207(a)

~~Cross References~~

~~Role of the Board of Education 1.101~~
~~Agendas 1.403~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 6/**/22 09/25/18
		Rescinds: 3.400	Issued: 12/18/17

1 *General*

2 ~~The director of schools shall contract annually or as otherwise authorized by the board with the bus~~
3 ~~contractor to provide student transportation services.¹~~

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

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

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

10 ~~**RESPONSIBILITIES OF TRANSPORTATION CONTRACTOR**~~

11 ~~1. Each school bus and all related equipment shall be maintained in condition to operate safely at~~
12 ~~all times during the school year and shall conform to specifications as set forth by the State Board~~
13 ~~of Education¹ and National Highway Traffic Safety Administration.~~

14 ~~2. Each bus driver shall obey all applicable state rules and regulations.~~

15 ~~3. Bus Contractor shall have on file on the director of schools' office a current statement of liability~~
16 ~~and property damage insurance coverage.~~

17 ~~4. Bus Contractor must specify for the director of schools' approval of the name of all designated~~
18 ~~drivers including approved substitute drivers.~~

19 ~~5. Bus Contractor shall submit to the director of schools the results of every approved bus driver's~~
20 ~~latest physical examination.~~

21 ~~6. Participate fully in the complaint process as outlined below.~~

22 ~~7. Comply with recordkeeping requirements as outlined below. This includes the responsibility to~~
23 ~~furnish the transportation supervisor with all necessary records on a regular basis.~~

24 ~~**TRANSPORTATION OF SPECIAL NEEDS STUDENTS**~~

25 ~~If transportation of students with special needs to and from school is necessary, the need for~~
26 ~~transportation shall be designated in the student's IEP. The transportation of disabled students shall be~~

1 in accordance with the Tennessee Children with Disabilities Act. No Germantown Municipal School
2 District student with disabilities may be transported in a Board-owned vehicle or bus unless a person in
3 addition to the driver of any motor vehicle or bus utilized for transporting children with disabilities is
4 designated to check each vehicle or bus at the school from which the student is being transported and
5 any destination to which the student is being transported to ensure that all children have left the vehicle
6 or bus. The name, address, and telephone number of the person designated to check the bus or vehicle
7 along with the name of the driver of the vehicle or bus shall be entered on a vehicle log each time the
8 vehicle or bus departs the school and/or arrives at its destination. This same information shall be
9 recorded on the vehicle log any time students are required to exit the vehicle for any purpose. The
10 vehicle log shall be kept in the glove compartment of the vehicle at all times.

11 The Superintendent shall designate either a District employee or contracted personnel to keep records
12 of transportation costs and the number of pupils transported on a monthly basis and report such
13 information to the Commissioner of Education.

14 **TRANSPORTATION SUPERVISOR³**

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

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

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

22 **COMPLAINT PROCESS⁴**

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

25 1. All complaints shall be submitted to the Call Center. The transportation supervisor will access
26 the Call Center complaints on a daily basis.

27
28 2. Forms may be submitted in person, via phone call, mail, or email.

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

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

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

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

~~2. The name of the bus driver;~~

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

~~4. Any prior complaints or disciplinary actions taken against the driver.~~

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

~~An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook and district web site.~~

RECORDKEEPING⁵

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

~~1. Bus maintenance and inspections forms;~~

~~2. Bus driver credentials, including required background checks, health records, and performance reviews;~~

~~3. Driver training records;~~

~~4. Accident/Incident reports; and~~

~~5. Complaints received, and any records related to the investigation and complaints.~~

Legal References

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

Cross References

- ~~Scheduling and Routing 3.401~~
~~Board Owned Vehicles 3.402~~
~~Private Vehicles 3.403~~

Generally

Transportation shall be provided for all Germantown resident elementary school students who live more than one and one-half (1 ½) miles of the nearest accessible route from the school to which they are assigned by the Board. Transportation shall be provided for all Germantown resident middle and high school students who live more than two (2) miles of the nearest accessible route from the school to which they are assigned by the Board. Transportation for all Germantown non-resident students shall be

1 provided by the students' parents. If a parent chooses to send his/her child to a school in the system other
2 than the school associated with his/her residential bus stop, the parent must provide transportation to and
3 from that school.

4 All Board-owned vehicles used to transport students to and from school-related activities shall comply
5 with applicable rules and regulations promulgated by the State Board of Education. Board-owned buses
6 or contracted buses may be used by athletic teams and other school groups, provided such trips are
7 recommended by the Principal and paid for by the school. The Principal shall make all transportation
8 arrangements with the Superintendent's designee. Only properly licensed bus drivers may drive school
9 buses for extracurricular trips. The driver of any vehicle rented or leased by the District to transport
10 students shall be properly licensed and insured according to State and/or Federal laws. At no time may
11 any Board-owned or rented vehicle be used to transport more passengers than the manufacturer's rated
12 capacity for the vehicle. Students that are transported in Board-owned vehicles must wear seatbelts
13 provided in said vehicle.

14 No GMSD employee who has been convicted of any of the following violations may transport GMSD
15 students:

16 (A) Driving under the influence of an intoxicant during five (5) years prior to operating a Board-
17 owned vehicle;

18 (B) Vehicular assault as prohibited by T.C.A. § 39-13-106;

19 (C) Vehicular homicide as prohibited by T.C.A. § 39-13-213(a)(2);

20 (D) Aggravated vehicular homicide as prohibited by T.C.A. § 39-13-218;

21 (E) Manufacture, delivery, sale or possession of a controlled substance as prohibited by T.C.A.
22 §39-17-417; or

23 (F) Manufacture, delivery, sale or possession of a controlled substance analogue as prohibited
24 by T.C.A. § 39-17-454.

25 **Bus Stops**

26 No student may exit the bus at a destination other than that student's designated bus stop. No student
27 shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student
28 provides the driver with a signed note from the parent or guardian informing the driver of the change in
29 the student's bus stop for the day or unless the student poses a safety threat to himself/herself or others.
30 The driver shall turn the note over to the Principal of the school at which the student attends as soon as
31 practical after the completion of the route.

32 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's
33 designated stop in order to preserve the safety of other student passengers or the driver, the driver shall
34 contact the Superintendent's designee and await instructions for removal of the student from the bus.

35 A driver shall report to school authorities as soon as possible, but no later than the end of the route, any
36 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than
37 the student's destination for that trip.

1 **Transportation of Special Needs Students**

2 If transportation of students with special needs to and from school is necessary, the need for
3 transportation shall be designated in the student's IEP. The transportation of disabled students shall be
4 in accordance with the Tennessee Children with Disabilities Act. No GMSD student with disabilities
5 may be transported in a Board-owned vehicle or bus unless a person in addition to the driver of any
6 motor vehicle or bus utilized for transporting children with disabilities is designated to check each
7 vehicle or bus at the school from which the student is being transported and any destination to which the
8 student is being transported to ensure that all children have left the vehicle or bus. The name, address
9 and telephone number of the person designated to check the bus or vehicle along with the name of the
10 driver of the vehicle or bus shall be entered on a vehicle log each time the vehicle or bus departs the
11 school arrives at its destination. The vehicle log shall be kept in the glove compartment of the vehicle
12 at all times.

13 The Superintendent shall designate either a District employee or contracted personnel to:

- 14 a) Keep records of transportation costs and the number of pupils transported on a monthly
15 basis, and report such information to the Commissioner of Education; and
- 16 b) Be responsible for surveying all bus routes and scheduling bus transportation, including the
17 determination of bus stops and the assignment of students.
18

19 **Responsibilities of Transportation Supervisor**

20 The Superintendent shall appoint a "Transportation Supervisor". The Transportation Supervisor shall
21 be responsible for the monitoring and oversight of transportation services for the District.

22 The Transportation Supervisor shall complete a Student Transportation Management Training Program
23 developed jointly by the Departments of Safety and Education upon being appointed and, thereafter,
24 shall complete a minimum of four (4) hours of annual training approved by those departments.

25 The Transportation Supervisor shall ensure that the following records are collected and maintained:

- 26 a) Bus maintenance and inspections;
27
- 28 b) Bus driver credentials, including required background checks, health records, and
29 performance reviews;
30
- 31 c) Driver training records; and
32
- 33 d) Complaints received and any records related to the investigation of those complaints.

34 The Transportation Supervisor shall be responsible for ensuring that this policy is included on the
35 District's website and in each of GMSD's student handbooks.

36

1 **Bus Safety Complaint Procedure**

2 Students, parents, teachers, staff and the community are encouraged to report school bus safety
3 complaints on a form that is developed by the Transportation Supervisor. The complaint form shall be
4 available at the reception desk of each school, the reception desk of the School District Administration
5 Office and on the District's website. Complaints may also be reported to a telephone number that is
6 displayed on the bumper of each school bus serving the District and which shall also be listed on the
7 District's website. (The Transportation Supervisor shall be responsible for ensuring that said telephone
8 number is displayed on the bumper of each school bus serving the District and that the telephone number
9 is listed on the District's website). If the complaint is made over the telephone, using the aforementioned
10 telephone number, the person designated to field the telephone complaints shall record the complaint on
11 the complaint form that is developed by the Transportation Supervisor. Each complaint form shall be
12 time and date stamped upon receipt by the District.

13 The Transportation Supervisor shall ensure that the investigation of all complaints of safety violations
14 or concerns is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of
15 receipt of the complaint, a preliminary report of shall be issued to the Superintendent. The preliminary
16 report shall include the following information:

- 17 a) The time and date of receipt of the complaint;
- 18
- 19 b) A copy or summary of the complaint;
- 20
- 21 c) The name of the driver of the school bus on which the complaint arose; and
- 22
- 23 d) A list of all prior complaints or disciplinary actions, if any, taken against the bus driver.

24 Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall ensure that
25 a final report to the Superintendent that includes the following information is issued:

- 26 a) Any findings of the investigation; and
- 27 b) Any action taken in response to the complaint.

28

29 **Contracted Bus Service**

30

31 The Superintendent may contract for student transportation services.

32

33 In the event that the Superintendent contracts for student transportation services the Superintendent shall
34 ensure that the following requirements of the bus contractor are satisfied:

- 35
- 36 a) Each school bus and all related equipment shall be maintained in condition
37 to operate safely at all times during the school year and shall conform to
38 specifications as set forth by the State Board of Education and the National
39 Highway Traffic Safety Administration.

- 1
- 2 b) Each bus driver shall obey all applicable state rules and regulations.
- 3
- 4 c) Each school bus owner shall have on file in the Superintendent's office a
5 current statement of liability and property damage insurance coverage carried
6 on the bus in the amounts prescribed by State Board rules.
- 7
- 8 d) Each school bus driver shall follow GMSD policies regarding the
9 transportation of students or be prohibited from transporting GMSD students.
- 10
- 11 e) Each school bus driver must pass an annual physical and mental examination,
12 a drug screen and a background check or be prohibited from transporting
13 GMSD students.
- 14
- 15 f) Each school bus driver must possess a current Tennessee Commercial
16 Driver's License with school bus and passenger endorsements in the
17 appropriate Vehicle Class.
- 18
- 19
- 20 g) Each school bus driver must possess the proper school bus endorsement as
21 provided by T.C.A. § 55-50-302.
- 22

23 **Viewing Video Footage**

24 Parents desiring to view video footage collected from school buses, if any, shall contact the GMSD
25 Deputy Superintendent, Chief of Operations. Video footage shall be viewed under the supervision of
26 the GMSD Deputy Superintendent, Chief of Operations.

27 The viewing of all video footage shall comply with T.C.A. § 10-7-504, the Family Educational Rights
28 and Privacy Act (20 U.S.C. § 1232g), and other relevant state and federal privacy laws.

29 Video footage collected from video cameras installed inside school buses, if any, shall only be kept for
30 ten (10) calendar days.

31

Legal References

T.C.A. § 49-5-413
T.C.A. § 49-6-2101
T.C.A. § 49-6-2105
T.C.A. § 49-6-2107
T.C.A. § 49-6-2108
T.C.A. § 49-6-2109
T.C.A. § 49-6-2110
T.C.A. § 49-6-2111

T.C.A. § 49-6-2114	
T.C.A. § 49-6-2115	
T.C.A. § 49-6-2116	1
T.C.A. § 49-6-2118	
T.C.A. § 49-6-2119	2
T.C.A. § 55-50-302	
State Board of Education Rule 0520-01-05	3

Germantown Municipal School District			
Monitoring: Review: Annually, in April	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 6/**/22 05/05/14
		Rescinds:	Issued:

- 1 The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus
- 2 transportation, including the determination of bus stops and the assignment of students.
- 3
- 4 Appeals of transportation decisions shall be made to the director of schools.
- 5
- 6 Students shall not be in transit to and from school more than one hour each way.¹
- 7
- 8 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
- 9 Buses are not to make any nondesignated stops, except for emergencies, when transporting students.
- 10
- 11 No student may exit the bus at a destination other than that student’s designated bus stop. The director
- 12 of schools shall develop procedures that allow a student to exit the school bus at an alternative
- 13 location.
- 14
- 15 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
- 16 student’s designated stop in order to preserve the safety of other student passengers or the driver, the
- 17 driver may remove the offending student from the bus provided that the driver secures the safety of the
- 18 student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no
- 19 later than the end of the route, any student refusing to obey the driver or exiting the bus without the
- 20 driver’s permission at a point other than the student’s destination for that trip.²
- 21
- 22 Students who ride school buses shall attend the school designated unless the Board designates an
- 23 alternate school. If a parent chooses to send her/her child to another school in the system, the parent
- 24 must provide transportation to and from that school.

Legal References

- 1. TCA 49-6-2105
- 2. TCA 49-6-2118(c), (d)

Cross References

Bus Conduct 6.308

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Board Owned Vehicles	Descriptor Code: 3.402	Issued Date: 6/**/22 09/25/18
		Rescinds:	Issued:

1 ~~BOARD-OWNED VEHICLES~~

2 ~~All Board-owned vehicles used to transport students to and from school-related activities shall comply with applicable rules and regulations promulgated by the State Board of Education.[†] Board-owned~~
3 ~~vehicles or contracted buses may be used by athletic teams and other school groups, provided such trips~~
4 ~~are recommended by the Principal and paid with school funds. The Principal or designee shall make all~~
5 ~~transportation arrangements with the Superintendent or designee. Only properly licensed drivers may~~
6 ~~drive board-owned vehicles for extracurricular trips. The driver of any vehicle rented, leased, or owned~~
7 ~~by the District to transport students shall be properly licensed and insured according to State and/or~~
8 ~~Federal laws. At no time may any Board-owned or rented vehicle be used to transport more passengers~~
9 ~~than the manufacturer's rated capacity for the vehicle. Students that are transported in Board-owned~~
10 ~~vehicles must wear seatbelts provided in said vehicle.~~

12 ~~No Germantown Municipal School District employee who has been convicted of any of the following~~
13 ~~violations may transport Germantown Municipal School District students:~~

14 ~~(A) Driving under the influence of an intoxicant during five (5) years prior to operating a Board-~~
15 ~~owned vehicle;~~

16
17 ~~(B) Vehicular assault as prohibited by T.C.A. 39-13-106;~~

18
19 ~~(C) Vehicular homicide as prohibited by T.C.A. 39-13-213(a)(2);~~

20
21 ~~(D) Aggravated vehicular homicide as prohibited by T.C.A. 39-13-218;~~

22
23 ~~(E) Manufacture, delivery, sale, or possession of a controlled substance as prohibited by T.C.A. 39-~~
24 ~~17-417; or~~

25
26 ~~(F) Manufacture, delivery, sale, or possession of a controlled substance analogue as prohibited by~~
27 ~~T.C.A. 39-17-454.~~

28 The Superintendent or designee shall approve and maintain a list of employees assigned to operate
29 Board-owned vehicles on a full-time or occasional basis. Such use shall be restricted to job-related use
30 and/or uses approved by the Superintendent or designee. All accidents involving Board-owned vehicles,
31 regardless of damage involved, must be immediately reported to the **GMSD Deputy Superintendent,**
32 Chief of Operations. No one other than Germantown Municipal School District employees, Board
33 Members, students, ~~and/or~~ **volunteers and/or persons authorized by the Superintendent or designee** shall
34 be permitted to be transported in Board-owned vehicles.

- 1 Employees operating Board-owned vehicles shall be properly licensed. Employees that operate a Board-
- 2 owned vehicle shall submit to an MVR prior to operating a Board-owned vehicle and by no later than
- 3 January 15 of each year thereafter.

Legal References

1. State Board of Education Rule 0520-01-05

Cross References

- ~~Student Transportation Management 3.400~~
~~Scheduling and Routing 3.401~~
~~Private Vehicles 3.403~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Religious Content of Courses	Descriptor Code: 4.804	Issued Date: 6/**/22 07/11/16
		Rescinds:	Issued:

1 Educational content which consists of religious themes shall be presented in a factual, objective, and
 2 respectful manner in accordance with the following guidelines:

- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs
 4 provided it is essential to the learning experience in the various fields of study and is presented
 5 objectively;
- 6 2. The inclusion of religion shall be for educational purposes only;⁺
- 7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,
 9 foster, or demean any particular religion, religious tenets, or beliefs; and¹
- 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-
 11 beliefs about a religious theme shall be accommodated.

Legal References

~~1. Public Acts of 2016, Chapter No. 660~~
T.C.A. 49-6-1005

~~Cross-References~~

~~Basic Curriculum Program 4.20~~
~~Staff Rights & Responsibilities 5.600~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Child Abuse and Child Sexual Abuse	Descriptor Code: 6.409	Issued Date: 6/**/22 10/26/21
		Rescinds: 6.409	Revised: 08/24/21

1 It is the policy of the GMSD that all instances of suspected child abuse or neglect be reported to the
2 Department of Children’s Services, law enforcement, as well as the appropriate GMSD personnel. All
3 personnel shall be alert for any evidence of child abuse or neglect.⁺ It is the law of the State of
4 Tennessee that teachers and other persons employed in the public school system are required to report
5 suspected child abuse and child sexual abuse.⁺ The following reporting guidelines will be followed by
6 all GMSD employees.

7 If any teacher, school official or other personnel has knowledge or reasonable cause to suspect that a
8 child who attends the school may be a victim of child abuse or child sexual abuse, the teacher, school
9 official, or other school personnel must follow this policy.

10 **Child Abuse Coordinator**²

11 A Child Abuse Coordinator and an Alternate Child Abuse Coordinator has been assigned to each
12 GMSD school. The name and contact information for each **Child Abuse Coordinator** and **Alternative**
13 **Child Abuse Coordinator** shall be posted in each GMSD school at the commencement of each school
14 year. Additionally, the names and contact information of the Child Abuse Coordinators and Alternative
15 Child Abuse Coordinators for each school shall be submitted to the Department of Children’s Services
16 at the commencement of each school year.

17 The Child Abuse Coordinator and the Alternative Child Abuse Coordinator shall serve in the capacity
18 set forth by TC.A. § 49-6-1601 and shall likewise receive the training set forth in that State law.²

19 **REPORTING**

20

21 I. A. If a child voluntarily discloses information about possible abuse to a school teacher,
22 school official, or other school personnel, then the child must be provided a quiet and
23 private place to speak and the person receiving the information must listen openly and
24 speak at the child's level in a positive, non-judgmental tone.

25 B. The person receiving the information from the child must:

- 26 (i) Allow the child to say what happened in the child's own words;
27
28 (ii) Avoid conducting an investigation by asking the child detailed questions;
29
30 (iii) Make every effort to write down the child's exact words;
31

- 1 (iv) Refrain from making any statements to the child about the alleged abuse, the
2 alleged abuser, or the consequences of the child reporting the alleged abuse; and
3
4 (v) Immediately notify the school Child Abuse Coordinator and report the
5 information to the Department of Children's Services and law enforcement⁴,
6 provided, however, when the alleged abuse involves someone employed by,
7 previously employed by or otherwise affiliated with the school, the report may
8 be made directly to the Department of Children's Services and law enforcement
9 prior to notifying the school's Child Abuse Coordinator.
10

11 II. Teachers, school officials, and other school personnel should be observant of any bruising,
12 injury, markings, or other unusual behavior that may be the result of child abuse or neglect,
13 and immediately report any suspicions to the school's Child Abuse Coordinator.³
14 Photographs of any bruising, injury, or markings must not be taken by any school Child
15 Abuse Coordinator, teacher, official, or other school personnel. Upon receiving a report of
16 suspicion of child abuse or child sexual abuse, the Child Abuse Coordinator, along with the
17 reporting school personnel who obtained the information from the child, must report any
18 suspected child abuse or child sexual abuse to the Department of Children's Services and
19 law enforcement.

20 III. If a third party informs a teacher, school official, or other school personnel of a reasonable
21 suspicion that a child at the school may be the victim of child abuse or child sexual abuse, then
22 the teacher, school official, or other school personnel must:
23

- 24 a. Encourage the third party to report the suspicion to the Department of Children's
25 Services and law enforcement;
26 b. Notify the school's Child Abuse Coordinator; and
27 c. Report all information received from the third party to the Department of Children's
28 Services and law enforcement.

29 IV. Teachers, school officials, and other school personnel must maintain confidentiality of all
30 information regarding any child abuse or child sexual abuse report and all information regarding the
31 suspected child abuse or child sexual abuse must be maintained by the school Child Abuse Coordinator
32 in a confidential file separate from the child's educational file.

33 V. (1) In conjunction with the Department of Children's Services, School Child Abuse
34 Coordinators, teachers, school officials and other school personnel shall provide information relevant
35 to the suspected child abuse, child sexual abuse, or neglect to the child's parent or guardian if:
36

- 37 1. Federal law or regulation mandates disclosure and (2) if the parent or guardian is not alleged to
38 be the perpetrator, or in any way complicit in the child abuse, child sexual abuse, or neglect.
39
40 2. School Child Abuse Coordinators, teachers, school officials, and other school personnel shall

1 NOT provide information relevant to the suspected child abuse or child sexual abuse to the
 2 child's parent or guardian if: (1) federal law or regulation does not mandate disclosure (2) if the
 3 parent or guardian is alleged to be the perpetrator or in any way complicit in the child abuse or
 4 child sexual abuse. Under such circumstances, all questions from parents or guardians
 5 concerning the alleged child abuse or child sexual abuse shall be referred to the investigating
 6 law enforcement agency and the Department of Children's Services.

7 VI. The principal or his/her designee will inform the School Resource Officer of all allegations of child
 8 abuse or neglect which may have occurred on GMSD property. Administration shall make necessary
 9 notifications as required by Tennessee state law.

10 INVESTIGATIONS

11 School administrators and employees have a duty to cooperate, provide assistance, and information in
 12 child abuse investigations⁵; including permitting child abuse investigators to conduct interviews while
 13 the child is at school. The principal may control the time, place, and circumstances of the interview but
 14 may not insist that a school employee be present even if the suspected abuser is a school employee or
 15 another student.⁶

16 PENALTIES

17
 18 Any person required to file a report regarding suspected child abuse and neglect who is found guilty of
 19 failure to do so is subject to disciplinary action up to and including termination, as well as current legal
 20 penalties established by state law.

21 Any employee found to have committed child abuse or child sexual abuse upon any GMSD student
 22 shall be terminated from their employment with GMSD.

23 Any student found to have committed child abuse or child sexual abuse upon another student shall
 24 receive the appropriate disciplinary action which may include expulsion.

Legal References

1. ~~TCA 49-6-1601~~
2. ~~TCA 37-1-408~~
3. ~~TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)~~
4. ~~TCA 37-1-403(a)(2); TCA 49-6-1601~~
5. ~~TCA 37-1-611(b)~~
6. ~~Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)~~

T.C.A. 37-1-403

T.C.A. 37-1-408

Cross-References

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

T.C.A. 37-1-412

T.C.A. 37-1-602

T.C.A. 37-1-605

T.C.A. 37-1-611

T.C.A. 49-6-1601

Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Discipline Policy	Descriptor Code: 6.313	Revised Date: 6/**/22 12/14/21
		Rescinds: 6.313	Issued: 10/26/21

1 This Policy applies to behavior violations that take place on school grounds; property under the
2 school's jurisdiction during school hours; at bus stops; en route to and from school, but not limited to,
3 school buses; off grounds at school-sponsored activities; or off school grounds if the behavior is
4 disruptive to the learning environment or constitutes a threat to the safety, health, or welfare of a
5 student or students and/or school personnel. The following categories of misbehavior and disciplinary
6 procedures and options are designed to protect all members of the educational community in the
7 exercise of their rights and duties. Alternative disciplinary practices such as parent/student
8 teacher conference, parent/student administrator conference, consultation with school counselor or
9 district social worker, referral to outside agencies when necessary, behavioral accommodations,
10 behavioral contracts or plans, loss of privileges, and individual incentive plans, shall be used when
11 disciplining kindergarten and pre-kindergarten students. In these grades, exclusionary discipline shall
12 only be used as a measure of last resort.

13 For infractions not specifically listed below, school principals shall assign discipline in accordance
14 with the category that appears to be comparable to the offenses specifically listed in the category.

15 This document is not intended to be exclusive or all-inclusive. Its purpose is to maintain a safe learning
16 environment. Disciplinary measures shall be implemented in a way that:

- 17 1. Balances accountability with an understanding of traumatic behavior;
- 18 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
19 allowed at school;
- 20 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
21 behavioral intervention plans;
- 22 4. Creates consistent rules and consequences; and
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
25 trauma-informed discipline practices: behavior intervention plans, consultation with school
26 counselor or district social worker, referral to outside agencies, multi-tiered system of supports,
27 incentives, and restorative practices.

28 **MISBEHAVIORS: *Category A – State Zero Tolerance***

29 ***Examples of Behaviors (not an exclusive listing):***

- 1 1. Aggravated assault resulting in serious bodily injury upon any teacher, principal,
2 administrator, any other employee of an LEA or SRO;
- 3 2. Unlawful possession, sale, or evidence of use of any drug, including controlled
4 substances, as defined by T.C.A. § 39-17-402 - § 39-17-415, controlled
5 substance analogues, as defined by T.C.A. § 39-17-454, or legend drugs, as
6 defined by T.C.A. § 53-10-101, on school property, or property under the
7 school's jurisdiction during school hours, or at a school-sponsored activity.
- 8 3. Unauthorized possession of a firearm on school property, or property under the
9 school's jurisdiction during school hours, or at a school-sponsored event.

10 **Disciplinary Options:** Students found **guilty of to have committed** a Category A offense shall be
11 suspended for 180 days. Notification will be made to law enforcement authorities. Any
12 modification of this penalty can only be made by the Superintendent.

13 In addition to the consequences listed above, the following may be necessary:

- 14 • Referral to school counselor/district social worker or transition specialist
- 15 • Development of behavior plan/determination of additional supports
- 16 • Referral to outside agency

17 **MISBEHAVIORS: *Category B***

18 ***Examples of Behaviors (not an exclusive listing):***

- 19 1. Possession of a knife or any other potentially lethal weapon, taser, or explosive
20 on school property or at a school-sponsored activity;
- 21 2. Evidence of drinking or possession of alcoholic beverages in school or at a
22 school sponsored activity;
- 23 3. Off-campus criminal behavior resulting in a felony charge, when the behavior
24 poses a danger to persons or property or disrupts the educational process;
- 25 4. Gang Activities- Activity that is threatening and/or intimidating, harassing in
26 nature or recruiting; gang notebook with pledges, codes and symbols that are
27 used in communication such as threats and warnings and recruiting; gang related
28 fights, and all types of violent acts; gang graffiti especially drawn on school
29 property; electronic devices with recognized gang text, gang symbols/signs, and
30 language or actions that are threatening and or intimidating;
- 31 5. Evidence of use or possession of drug paraphernalia, substances for huffing, any
32 substance under guise of it being a controlled substance or prescription drug,
33 and/or medical preparations without proper medical authorization;
- 34 6. Possession, use, or distribution of counterfeit money on school property or at any
35 school sponsored activity;

- 1 7. Assault and/or battery upon any teacher, administrator, school resource officer,
2 or any other employee of GMSD;
- 3 8. Failure to report threat of mass violence;
- 4 9. Any hacking or cyberattack of GMSD technology.

5 **Disciplinary Options:** Students found **guilty of to have committed** a Category B offense shall be
6 **subject to the following disciplinary options.** ~~suspended for 180 days, unless modified via the~~
7 ~~DHA appeal process.~~ Notification will be made to law enforcement authorities.

8 ~~In addition to the consequences listed above, the following may be necessary:~~

- 9 • ~~Referral to school counselor/district social worker or transition specialist~~
- 10 • ~~Development of behavior plan/determination of additional supports~~
- 11 • ~~Referral to outside agency~~

12 ○ Restitution

13 ○ Referral to school counselor/district social worker or transition specialist

14 ○ Restorative practices

15 ○ Development of behavior plan/determination of additional supports

16 ○ Referral to outside agency

17 ○ In-School Suspension

18 ○ Out of School Suspension (1-10 days)

19 ○ Expulsion (11-180 days)

20 **MISBEHAVIORS: Category C**

21 **Examples of Behaviors (not an exclusive listing):**

- 22 1. Threatening bodily harm to any student or school personnel, including
23 transmitting by an electronic device any communication containing a credible
24 threat to cause bodily injury or death to a school employee or student and the
25 transmission of such threat creates actual disruptive activity at the school that
26 requires administrative intervention;
- 27 2. Making a threat, including a false report, to use a bomb, dynamite, any other
28 explosive or destructive device, including chemical weapons, on school property
29 or at a school-sponsored event;

- 1 3. Smoking and or the possession of tobacco products by students while in or on
2 school properties or under the school's jurisdiction during school hours or while
3 participating in a school-sponsored event. This also includes electronic cigarettes
4 and/or vapors;
- 5 4. Any gang related activity or action not specified in Category B;
- 6 5. Malicious destruction of or damage to school property, including the property of
7 any person attending or assigned to the school;
- 8 6. Stealing or misappropriation of school property or personal property (regardless
9 of the intent to return);
- 10 7. Immoral disreputable conduct;
- 11 8. Insubordination with any teacher, administrator, school resource officer, or any
12 other employee of the LEA;
- 13 9. Making a false report of harassment, intimidation, bullying, cyberbullying or
14 hazing;
- 15 10. Providing false evidence in a harassment, intimidation, bullying, cyberbullying
16 or hazing investigation;

17 **Disciplinary Options:** Students found to have committed a Category C offense shall be subject to
18 the following disciplinary options. When appropriate for Category C offenses, notification will be
19 made to law enforcement authorities.

- 20 ○ Restitution
- 21 ○ Referral to school counselor/district social worker or transition specialist
- 22 ○ Restorative practices
- 23 ○ Development of behavior plan/determination of additional supports
- 24 ○ Referral to outside agency
- 25 ○ In-School Suspension
- 26 ○ Out of School Suspension (1-10 days)
- 27 ○ Expulsion (11-180 days)

31 **MISBEHAVIORS:** *Category D*

32 **Examples of Behaviors (not an exclusive listing):**

- 1 1. Open or continued defiant attitude or willful disobedience toward a member of
2 school staff;
- 3 2. Vulgar, profane, immoral disreputable, or rude remarks or non-verbal action(s)
4 to a staff member or fellow student;
- 5 3. Physical or verbal intimidation or threats to other students, including hazing;
- 6 4. Threatening bodily harm to any student or school personnel, including
7 transmitting by an electronic device any communication containing a credible
8 threat to cause bodily injury or death to a school employee or student and the
9 transmission of such threat creates actual disruptive activity at the school that
10 requires administrative intervention;
- 11 5. Fighting in or on school property or any area under the school's jurisdiction
12 during school hours unless, in accordance with state law, the principal
13 recommends no disciplinary action for a student who is deemed to have acted in
14 self-defense, including school bus stops;
- 15 6. Possession of mace or other disabling sprays;
- 16 7. Gambling
- 17 8. Inappropriate use of electronic media, including but not limited to: all calls (land
18 line, cell phone, computer generated), instant messaging, text messaging, audio
19 recording devices, iPods, MP3s, or any type of electronic music or entertainment
20 device, cameras, camera phones, and all social media;
- 21 9. Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender,
22 disability;
- 23 10. Harassment, bullying, intimidation, cyberbullying, hazing;
- 24 11. Inciting, advising, or counseling of others to engage in any acts in Categories A,
25 B, or C;
- 26 12. Violating the GMSD Use of Internet policy (depending on severity)
- 27 13. Continuous and/or severe Category E offenses

28 **Disciplinary Options: Students found to have committed a Category D offense shall be subject to**
29 **the following disciplinary options. When appropriate for Category D offenses, notification will be**
30 **made to law enforcement authorities.**

- 31 ○ Parent-Principal Conference
- 32 ○ Overnight Suspension
- 33 ○ Referral to guidance, prevention liaison, and/or social worker

- 1 ○ Restorative Practices
- 2 ○ Development of a behavior plan/determination of additional supports
- 3 ○ In-School Suspension
- 4 ○ Out-of-School Suspension (1-10 days)
- 5 ○ Expulsion (11-180 days)

6 **MISBEHAVIORS: Category E**

7 ***Examples of Behaviors (not an exclusive listing):***

- 8 1. Disturbances of the classroom, cafeteria, or other school activity;
- 9 2. Habitual and/or excessive classroom tardiness;
- 10 3. Cutting class or leaving school grounds without permission;
- 11 4. Being in an unauthorized area without permission;
- 12 5. Possession of lighters or matches;
- 13 6. Cheating and lying;
- 14 7. Abusive language;
- 15 8. Failure to do assignments or carry out directions;
- 16 9. Inciting, advising, or counseling others to engage in any acts in any category;
- 17 10. Wearing while on the grounds of a public school during the regular school day,
18 clothing that exposes underwear or body parts in an indecent manner that disrupts the
19 learning environment; and
- 20 11. Violating the GMSD Use of Internet policy (depending on severity)

21 ***Disciplinary Options: Students found to have committed a Category E offense shall be subject to***
22 ***the following disciplinary options.***

- 23 ○ Parent-Principal Communication
- 24 ○ Verbal reprimand
- 25 ○ Special Assignment
- 26 ○ Restricting activities

- 1 ○ Assigning work details
- 2 ○ Counseling
- 3 ○ Withdrawal of privileges
- 4 ○ Strict supervised study
- 5 ○ Restorative Practices
- 6 ○ Detention
- 7 ○ In-school suspension

8 Multiple infractions of any one or more of the offenses in Category E over a period of time by a
9 student may result in an out-of-school suspension at the discretion of the school administrators.

10 **ADDITIONAL GUIDELINES:**

- 11 1. A student shall not be suspended solely because charges are pending against him/her in
12 juvenile or other court.
- 13 2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten
14 (10) days for the same offense.
- 15 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
16 grade because of discipline problems except in deportment or citizenship.
- 17 4. A student shall not be denied the passing of a course or grade promotion solely on the basis of
18 absences except as provided by board policy.
- 19 5. A student shall not be denied the passing of a course or grade promotion solely on the basis of
20 failure to:
 - 21 a. pay any activity fee;
 - 22 b. pay a library or other school fine; or
 - 23 c. make restitution for lost or damaged school property.

24 **MANDATORY TRAINING**

25 All GMSD teachers, administrators, school support staff, and school resource officers that are directly
26 responsible for a student's education who interact with students on a professional basis, shall annually
27 be trained in evidence-based behavior supports in regard to student behavior and discipline.

28 **AUTHORITY TO ENFORCE THE GMSD DISCIPLINE POLICY**

1 GMSD teachers and administrators that have received training in evidence-based behavior supports in
2 regard to student behavior and discipline are authorized to enforce this GMSD Discipline Policy, in
3 school, on school buses or at school-sponsored events, including but not limited to sporting events and
4 approved field trips that take place away from school property.

5 **RELOCATION OF STUDENTS**

6 A. All GMSD teachers, administrators, school support staff, and school resource officers that are
7 directly responsible for a student's education who interact with students on a professional basis, that
8 have received training in evidence-based behavior support in regard to student behavior and discipline
9 may:

- 10 a) relocate a student from the student's present location to another location if the student's safety
11 or the safety of others is in jeopardy; reasonable or justifiable force may only be used if the
12 student's safety or the safety of others is in jeopardy and cannot be avoided by using other
13 means to relocate the student.
14
- 15 b) intervene in physical altercations between two (2) or more students, or between a student and
16 a GMSD employee using reasonable or justifiable force, only if necessary, to end the
17 altercation by relocating the student to another location.

18 If steps beyond the use of reasonable or justifiable force are required, then the student must be allowed
19 to remain in place until local law enforcement officers or school resource officers can be summoned to
20 relocate the student or take the student into custody until a parent or guardian can retrieve the student.

21 B. a) Any GMSD teacher, administrator, school support staff, or school resource officer that
22 relocates a student pursuant to the terms of this policy, shall file a brief report with the
23 Principal detailing the situation that required the relocation of the student.

24 b) The report must be kept either in a student discipline file, in which case the report does not
25 become a part of the student's permanent record, or it must be filed in the student's permanent
26 record if the student's behavior violated the applicable zero tolerance policy.
27

28 c) After the teacher administrator, school support staff, or school resource officer files the
29 report, the student is subject to additional disciplinary action that may include suspension or
30 expulsion for their school.

31 d) The Principal/designee shall notify the teacher, administrator, school support staff, or school
32 resource officer of the actions taken to address the behavior of the relocated student.
33

34 **REFERRALS**

35 As a method for managing student behavior, ensuring the safety of students and ensuring students the
36 opportunity to learn in an orderly and disciplined classroom, a teacher may refer a student to the
37 Principal/designee.

1 When a teacher refers a student to the Principal/designee, the teacher shall be notified in writing or
2 electronically of the action taken.

3 Referrals shall be kept in a student discipline file and shall not become a part of the student's permanent
4 record.

5 **REMOVAL**

6 I. A teacher may submit a written request to the Principal/designee to remove a student who
7 repeatedly or substantially interferes with the teacher's ability to communicate effectively with
8 the class or with the ability of the student's classmates to learn, if the student's behavior is in
9 violation of this GMSD Discipline Policy. Said written request must include documentation that
10 the teacher has previously:

11
12 a) Taken action to address the student's disruptive behavior;

13
14 b) Provided consequences for the student's disruptive behavior;

15
16 c) Conducted an oral conference either by a documented telephone conversation or an in-
17 person discussion with the student's parent or guardian regarding the student's disruptive
18 behavior;

19
20 d) Provided an opportunity for school counseling or other support services deemed
21 appropriate to address the student's disruptive behavior;

22
23 e) Developed and implemented a plan to improve the student's behavior in a conference
24 with the student; and

25
26 f) Issued a disciplinary referral to address the student's disruptive behavior.

27
28 II. a) After the request for removal has been received by the Principal/designee, the
29 Principal/designee must give the student oral or written notice of the grounds for the
30 teacher's request to remove the student from the teacher's classroom.

31
32 b) If the student denies engaging in the conduct, then the Principal/designee must explain
33 what caused the teacher to submit a request to the Principal/designee to remove the
34 student from the teacher's classroom and give the student an opportunity to explain the
35 situation.

36 c) If the student's account is deemed to be valid, albeit different from the teacher's account,
37 and changes the Principal'/designee's perspective of the incident, then the
38 Principal/designee must render a decision regarding the student's placement.

39 In regard to a teacher request to remove a student from the teacher's classroom Principals/designees shall
40 take action consistent with this GMSD Discipline Policy, which may include:

- 1 a) Assigning the student to another appropriate classroom for a specified period of time, or
2 for the remainder of the student's assignment to the class from which the student was
3 removed;
- 4
- 5 b) Assigning the student to in-school suspension;
- 6
- 7 c) Assigning the student to alternative school;
- 8
- 9 d) Suspending the student;
- 10
- 11 e) Requiring the parents or guardians of a student who is removed from a teacher's
12 classroom and assigned to another classroom to participate in conferences before the
13 student is permitted to return to the classroom from which the student was removed; or
14
- 15 f) Denying the teacher's request to remove a student from the teacher's classroom and
16 offering appropriate supports for the teacher to address the student's disruptive behavior.

17 Any action taken in response to a teacher's request to remove a student from a teacher's classroom must
18 comply with all applicable policies, the Individuals with Disabilities Act, Section 504 of the
19 Rehabilitation Act, the constitutions of the United States and the State of Tennessee, and all applicable
20 federal and state civil rights laws.

21 **TEACHER APPEALS**

- 22 a) A teacher may file an appeal when the teacher's request to remove a student from the teacher's
23 classroom is denied.
- 24 b) The appeal shall be in writing and addressed to the GMSD Assistant Superintendent of Student
25 Services.
- 26 c) The appeal must be received by the GMSD Assistant Superintendent of Student Services within
27 three (3) business days after the teacher receives the denial of the request to remove a student
28 from the teacher's classroom.
- 29 d) The GMSD Assistant Superintendent of Student Services shall notify the teacher and
30 Principal/designee, in writing about whether the denial of the request to remove the student from
31 the teacher's classroom has been sustained or overruled.
- 32 e) The decision of the GMSD Assistant Superintendent of Student Services shall be final.

33 **NO RETALIATION**

34 A teacher shall not be terminated, demoted, harassed, or otherwise be retaliated against for filing a
35 request for a student to be removed from the teacher's classroom, or for appealing a decision to deny the
36 teacher's request to remove a student.

1 However, if a teacher abuses or overuses the student removal process provided in this policy, then the
2 Principal/designee must address the abuse or overuse with the teacher and may require the teacher to
3 complete additional professional development to improve the teacher's classroom management skills.

4 **ANNUAL REPORTS**

5 Each school shall annually report to the Superintendent, by July 1, the number of requests submitted by
6 the school's teachers during the immediately preceding school year to remove a student from the
7 teacher's classroom. The report must document the actions taken by the teacher's Principal/designee
8 in response to each request for a student's removal. The Superintendent must compile the data
9 provided in each school's report and issue a district-wide report to the GMSD Board of Education by
10 August 1 following the July 1 deadline for school reports.

11 **ANNUAL REVIEW**

12 The GMSD Assistant Superintendent of Student Services must review the district's discipline policies
13 and practices and data annually and recommend any necessary revisions to discipline policies to the
14 GMSD Board of Education.

Legal References

T.C.A. 39-11-603

T.C.A. 39-11-609

T.C.A. 39-11-610

T.C.A. 39-11-612

T.C.A. 39-11-613

T.C.A. 39-11-614

T.C.A. 39-11-621

T.C.A. 39-11-622

T.C.A. 39-16-517

T.C.A. 49-6-3401

~~T.C.A. § 49-6-3701~~

~~T.C.A. § 49-6-3702~~

~~T.C.A. § 49-6-3703~~

~~T.C.A. § 49-6-3704~~

T.C.A. 49-6-4002 to 4005; 20 USCA § 7114, 7118

T.C.A. 49-6-4004

T.C.A. 49-6-4005

T.C.A. 49-6-4009

T.C.A. 49-6-4109

T.C.A. 49-6-4215

20 USCA 7114, 7118

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 6/**/22 07/11/16
		Rescinds:	Issued: 12/02/13

1 The ~~director of schools~~ **Superintendent** shall maintain all school district records required by law,
2 regulation and **B**oard policy. Any citizen of Tennessee shall be permitted, upon written request, during
3 business hours to inspect public records maintained by the school district unless otherwise prohibited by
4 law. Any citizen of Tennessee may request in writing and receive copies of open public records subject
5 to the payment of reasonable cost.^{+2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.⁺⁺

9 All requests to inspect or receive copies of records shall be submitted to the district's public records
10 request coordinator/records custodian.⁺²

11 Prior to producing any record, the public records request coordinator/records custodian shall ensure
12 confidential information is redacted. Original documents remain intact and confidential information in
13 copies produced for a requestor shall be redacted. ~~The director of schools shall develop a procedure to~~
14 ~~redact confidential information.~~

15 Tennessee law provides that GMSD is not responsible for sorting through files to compile information
16 or to create or recreate a record that does not exist. Any request for inspection or copying shall be
17 sufficiently detailed to enable GMSD to identify the specific records for inspection and copying. ~~unless~~
18 While Tennessee law provides that a failure to review for public records may be reviewed under a good-
19 cause standard, GMSD is committed to making every effort to provide any records requested, subject to
20 the above listed requirements and prohibitions. GMSD determines that the failure to review the public
21 records was for a good cause.

22 **REQUESTS FOR INSPECTION²**

23 Citizens requesting to inspect public records shall submit their request and a government issued photo
24 identification card with the citizen's address to the district's public records request coordinator during
25 normal business hours. Requests may be made in person, in writing, or by electronic mail (email).

26 If the records cannot be made available within seven (7) business days, the records custodian shall
27 provide a records production letter indicating the time needed to complete the request.

28 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
29 denial letter indicating the basis for the denial.

30 **REQUESTS FOR COPIES²**

1 Citizens requesting copies of public records shall complete and submit the Records Request Form and
2 a government issued photo identification card with the citizen's address to the district's public records
3 request coordinator during normal business hours.

4 The public records request coordinator shall provide an estimate of the reasonable costs to produce the
5 requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel
6 Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall
7 be used to determine the reasonable cost. The citizen shall pay the estimated reasonable costs by cash
8 or check prior to the district producing the copies.

9 If the records cannot be made available within seven (7) business days, the public records request
10 coordinator shall provide a records production letter indicating the time needed to complete the
11 request.

12 If the request for copies is denied, the public records request coordinator shall provide the citizen with a
13 records request denial letter detailing the basis for the denial.

14 GMSD is permitted to charge the hourly wage of the employee(s) reasonably necessary to produce the
15 requested records above the "labor threshold". The hourly wage is based upon the base salary of the
16 employee(s) and does not include the benefits. If an employee is not paid on an hourly basis, the hourly
17 wages shall be determined by dividing the employee's annual salary by the required hours to be worked
18 per year. The "labor threshold" is defined as the labor of the employee(s) reasonably necessary to
19 produce requested material for the first hour incurred by the employee(s) in producing the material.

20 If a person makes a request for copies of a public record and, after copies have been produced, the person
21 fails to pay GMSD the cost for producing such copies, GMSD will not comply with any public records
22 request from the person until the person pays for such copies.

23 FREQUENT AND MULTIPLE REQUESTS

24 ~~When the total number of requests for copies made by a requestor within a calendar month exceeds~~
25 ~~four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to~~
26 ~~produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be~~
27 ~~notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The~~
28 ~~Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable~~
29 ~~Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the~~
30 ~~reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be~~
31 ~~recorded.~~ If a person makes two (2) or more requests to inspect public records within a six (6) month
32 period, for each request, the person fails to view the public record within fifteen (15) business days of
33 receiving notification that the record is available for inspection, GMSD is not required to comply with
34 any public records request from the person for a period of six (6) months from the date of the second
35 request to view public records.

36 RECORDS RETENTION

37 The ~~director of schools~~ Superintendent and/or his designee(s) shall retain and dispose of school district
38 records in accordance with the following guidelines:^{2,4}

1. The ~~director of schools~~ Superintendent and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual,^{5,6}
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;^{7,8}
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;^{7,8,9}
4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the ~~director of schools~~ Superintendent desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;^{6,8} and
5. The ~~director of schools~~ Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.¹⁰

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹³

Kathleen Crowder
 Communications Specialist Coordinator
 Kathleen.crowder@gmsdk12.org, 901-752-7908

Legal References

1. T.C.A. 10-7-503
2. T.C.A. 10-7-504
3. T.C.A. 49-2-104
4. ~~T.C.A. 49-2-301(b)(1)(CC)~~
5. ~~TCA 10-7-503~~
6. ~~TCA 10-7-506(a)~~
7. ~~TCA 49-2-104~~
8. ~~TCA 10-7-401~~
9. ~~TCA 10-7-406~~
10. ~~TCA 10-7-404~~
11. ~~TCA 10-7-413~~
12. ~~TCA 10-7-414~~
13. ~~TCA 39-16-504~~
14. ~~TCA 10-7-504(p)~~
15. ~~Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.~~
16. ~~Public Acts of 2016, Chapter No. 722~~

Cross-References

- ~~Financial Reports and Records 2.701~~
~~Personnel Records 5.114~~
~~Student Records 6.600~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 6/**/22
		Rescinds: 6.310	Issued: 08/25/20

1 The standards for Germantown Municipal Schools dress reflect “common sense” and a concern for
2 each child’s comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between
3 neat, appropriate attire and a positive learning environment. Apparel or appearance that tends to draw
4 attention to an individual, rather than to a learning situation, must be avoided.

5 Germantown Municipal School District Dress Code

6 Apparel or appearance that tends to draw attention to an individual rather than to a learning situation
7 must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

8 To help create the best learning environment for students, the following standards for student dress
9 must be observed in all Germantown Municipal Schools:

- 10 1. Pants must be worn at the waist, must be appropriately sized, and at a safe length.
- 11 ~~2.~~ 2. Shirts, blouses, and dresses must completely cover the abdomen. ~~back, shoulders and must~~
12 ~~have sleeves.~~ Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff
13 visible. Low-cut **or strapless** blouses, shirts or tops ~~extremely tight tops, tube tops, or any top~~
14 ~~that exposes cleavage~~ are prohibited. ~~Shirts, blouses, and tops must be no longer than wrist~~
15 ~~length.~~
- 16 3. Head apparel (~~such as hoods, hats, etc.~~), except for religious or medical reasons, must not be
17 worn inside the school building.
- 18 4. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- 19 5. Clothing and accessories such as backpacks, patches, jewelry, protective masks/face coverings
20 and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3)
21 vulgar, subversive, or sexually suggestive images; nor should they promote products which
22 students may not legally buy, such as alcohol, tobacco, and illegal drugs.
- 23 6. For students in Grades 3-12, ~~“short shorts”, mini skirts are inappropriate attire. No shorts or~~
24 ~~skirts shorter than 4 inches above the knee are allowed~~ **must be fingertip length.**
- 25 ~~7. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn~~
26 ~~inside school for warmth.~~
- 27 8. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained
28 accessories, (3) sunglasses, except for health purposes, (4) sleepwear, pajamas **and blankets**,
29 ~~and (5) facial jewelry (including tongue piercing).~~

- 1 The school administration reserves the right to determine whether the student's attire and appearance
2 are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall
3 prevail.
- 4 The principal may allow exceptions in special circumstances or occasions such as holidays, school-
5 wide programs, or special performances and may further prescribe dress in certain classes such as
6 physical education, vocational classes, and science labs.
- 7 Any student whose appearance or attire is not in accordance with the policy shall be subject to the
8 consequences as defined by the school administration.
- 9 This policy does not preclude individual schools from piloting alternative dress policies or standards
10 with permission from the Superintendent after extensive consultation with parents, teachers, and
11 students. Any deviation from the system-wide policy must be submitted in writing to the
12 Superintendent/designee for review following Germantown Municipal Schools Policies and
13 Procedures for Voluntary by School Standardized Dress Guidelines.

5.23.22 RATIONALE FOR REVISION OF POLICIES

Revisions are recommended for the following, **First Reading 5.23.22 / Second Reading 6.7.22**

The Board recommended few changes after discussion during the 5.18.22 Board Work Session. These changes can be seen in *Italics*.

Globally, substituted “Superintendent” for “Director of Schools”, removed footnote numbering, updated citations, capitalized letters and removed superfluous language. Policies with no other references to rationale have recommended changes based on the above rationale.

- 1. Updated Revision Policy 1.106 Code of Ethics – Recommend that forms be filed in the Superintendent’s office rather than just “central office”.** *Page. 1 line 9: remove the words "or servant" and add "or" in front of the word "employee"*
- 2. Revision Policy 1.301 Executive Committee**
- 3. Updated Revision Policy 1.400 School Board Meetings-Recommend adding statutory language.** *After Line 11 on Page 1, a new line will be added to read as follows: “Individuals with a disability may request an accommodation in order to fully participate as a member of the general public in School Board meetings. The Board will make every effort to reach a reasonable accommodation which will allow for participation in the School Board meeting. Such request should be made to the central office.”*
- 4. Updated Revision Policy 1.401 Public Hearings-This policy will remain in place and not deleted.** *Line 13 – substitute “Superintendent” for “Director of Schools”*
- 5. Revision Policy 1.402 Notification of Meetings**
- 6. Updated Revision Policy 1.403 Agendas-Recommend that language be removed to be consistent with Board’s practices.** *Line 15 change the word “shall” to “may”*
- 7. Updated Revision Policy 1.407 School District Records-Recommend adding statutory language.** *Page 1, Line 17 delete the word “unless” and a period is inserted after the word “copying”. Thereafter, a clause will be inserted which could read as follows: “While Tennessee law provides that a failure to review for public records may be reviewed under a good-cause standard, GMSD is committed to making every effort to provide any records requested, subject to the above listed requirements and prohibitions.”*
- 8. Updated Revision Policy 1.501 Visitors to GMSD Property-For security purposes, recommend adding language that sets forth protocols for central office as well as schools. Recommend adding statutory language.** *Page. 1 line 11, immediately*

preceding the phrase “parents of students”, add the word “approved”. It will now read “approved parents of students,”

9. Revision Policy 1.600 Policy Development and Adoption

10. Revision Policy 2.600 Bonded Employees-Recommend adding statutory language.
Moved from Consent Agenda to Board Action item 9.B for the Business Meeting.

11. Revision Policy 3.400 Student Transportation Management-Recommend adding statutory language.

12. REPEAL Policy 3.401 Scheduling and Routing-Recommend consolidating this policy with Policy 3.400 in order to make policy manual more user friendly.

13. Revision Policy 3.402 Board Owned Vehicles-Recommend consolidating the first portion of this policy with Policy 3.400 in order to make policy manual more user friendly.

14. Revision Policy 4.804 Religious Content of Courses

15. Revision Policy 6.409 Child Abuse and Child Sexual Abuse-Recommend adding statutory language.

16. Updated Revision Policy 6.310 Dress Code – Based upon input from Houston High Administration, recommend updating this policy to be more generational and more apt to ensure consistent enforcement. *Page 1, Line 13, add the words “or strapless” before the word “blouses” to read as “Low-cut or strapless blouses, shirts or tops”*

17. Updated Revision Policy 6.313 Discipline Policy-Pursuant to Board Member Curry’s recommendation, Category B offenses are the same as Category C offenses; Recommend removing the word “guilty”, globally. *Everywhere in the policy the word “expulsion” is mentioned, we will add the following: “(11-180 days)” – Page 3/ Line 22, Page 4 /Line 30 and Page 6/ Line 5*



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 26

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
142-72510-399	Other Contracted Services	-	-	46,200	46,200
142-47405	Revenues - Fiscal Pre-monitoring Grant	-	-	46,200	46,200

REASON FOR AMENDMENT:

Grant for ESSER fiscal pre-monitoring support.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date _____

_____ Date _____



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 27

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
141-72620-167	Maintenance Personnel	229,168	-	9,259	238,427
141-72620-201	Social Security	25,185	-	574	25,759
141-72620-204	Retirement	38,281	-	833	39,114
141-72620-212	Medicare	5,889	-	134	6,023
141-72520-105	Director/Supervisor Salaries	216,139	-	9,871	226,010
141-72520-201	Social Security	22,721	-	612	23,333
141-72520-204	Retirement	35,827	-	888	36,715
141-72520-212	Medicare	5,314	-	143	5,457
141-40210	Local Option Sales Tax Revenue	7,723,175	11,573	22,314	7,757,062

REASON FOR AMENDMENT:

Severance/vacation pay for Operations and Human Resources Coordinators.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date _____

_____ Date _____



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 28

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	-	-	245,520	245,520
141-71100-163	Educational Assistants	-	-	37,125	37,125
141-71100-201	Social Security	-	-	17,525	17,525
141-71100-204	TCRS	-	-	29,028	29,028
141-71100-212	Medicare	-	-	4,099	4,099
141-71100-217	TCRS	-	-	2,800	2,800
141-71200-429	Instructional Supplies and Materials	-	-	36,089	36,089
141-72120-131 - HEALTH	Medical Personnel	-	-	7,040	7,040
141-72120-201	Social Security	-	-	438	438
141-72120-204	TCRS	-	-	720	720
141-72120-212	Medicare	-	-	103	103
141-72120-499	Other Supplies & Materials	-	-	1,000	1,000
141-72130-123 - OTH STUDENT SUPPT	Guidance Personnel	-	-	7,920	7,920
141-72130-201	Social Security	-	-	492	492
141-72130-204	TCRS	-	-	815	815
141-72130-212	Medicare	-	-	115	115
141-72130-499	Other Supplies & Materials	-	-	250	250
141-72410-104 - OFC OF PRINCIPAL	Principal Salaries	-	-	9,816	9,816
141-72410-162	Clerical Personnel	-	-	5,952	5,952
141-72410-201	Social Security	-	-	980	980
141-72410-204	TCRS	-	-	1,677	1,677
141-72410-212	Medicare	-	-	230	230
141-72410-435	Office Supplies	-	-	800	800
141-73100-165 - FOOD SERVICE	Cafeteria Personnel	-	-	9,000	9,000
141-73100-422	Food Supplies	-	-	13,000	13,000
141-46590	Revenues - Summer Learning Camps	-	-	432,534	432,534

REASON FOR AMENDMENT:

To appropriate Summer Learning Camps funding according to Eplan approvals - Cost Center 1010

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 # 29

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	-	-	95,040	95,040
141-71100-163	Educational Assistants	-	-	27,000	27,000
141-71100-201	Social Security	-	-	7,570	7,570
141-71100-204	TCRS	-	-	12,450	12,450
141-71100-212	Medicare	-	-	1,775	1,775
141-71100-217	TCRS	-	-	900	900
141-71100-429	Instructional Supplies and Materials	-	-	9,980	9,980
141-72120-131 - HEALTH SVCS	Medical Personnel	-	-	7,040	7,040
141-72120-201	Social Security	-	-	440	440
141-72120-204	TCRS	-	-	725	725
141-72120-212	Medicare	-	-	105	105
141-72120-499	Other Supplies & Materials	-	-	250	250
141-72130-123 - OTH STUDENT SUPPT	Guidance Personnel	-	-	7,920	7,920
141-72130-201	Social Security	-	-	492	492
141-72130-204	TCRS	-	-	560	560
141-72130-212	Medicare	-	-	114	114
141-72130-217	TCRS	-	-	160	160
141-73100-422 - FOOD SERVICE	Food Supplies	-	-	4,000	4,000
141-46590	Revenues - Bridge Camps	-	-	176,521	176,521

REASON FOR AMENDMENT:

To appropriate Bridge Camps funding according to Eplan approval - Cost Center 1011

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 # 30

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	-	-	15,840	15,840
141-71100-201	Social Security	-	-	983	983
141-71100-204	TCRS	-	-	1,630	1,630
141-71100-212	Medicare	-	-	231	231
141-71100-499	Other Supplies and Materials	-	-	70,897	70,897
141-71100-722	Regular Instructional Equipment	-	-	30,000	30,000
141-73100-422 - FOOD SERVICE	Food Supplies	-	-	4,000	4,000
141-46590	Revenues - STREAM Mini Camp	-	-	123,581	123,581

REASON FOR AMENDMENT:

To appropriate STREAM Mini Camp funding according to Eplan approval - Cost Center 1012

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

Monitoring: Review: Annually	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 05/**/22
		Rescinds: 4.700	Issued: 08/24/21

~~The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:~~

- ~~1. Assist in promoting accountability;~~
- ~~2. Determine the progress of students;~~
- ~~3. Assess the effectiveness of the instructional program and student learning;~~
- ~~4. Aid in counseling and guiding students in planning future education and other endeavors;~~
- ~~5. Analyze the improvements needed in a given instructional area;~~
- ~~6. Assist in the screening of students with learning difficulties;¹~~
- ~~7. Assist in placing students in remedial programs;~~
- ~~8. Provide information for college entrance and placement; and~~
- ~~9. Assist in educational research by providing data.~~

~~The Superintendent shall be responsible for planning and implementing the program, which includes:~~

- ~~1. Determining specific purposes for each test;~~
- ~~2. Selecting the appropriate test to be given;~~
- ~~3. Establishing procedures for administering the tests;~~
- ~~4. Making provision for interpreting and disseminating the results;~~
- ~~5. Maintaining testing information in a consistent and confidential manner; and~~
- ~~6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.~~

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.²

1 Student scores on the Tennessee Comprehensive Assessment Program's (TCAP) grades three through
2 five (3-5) shall comprise zero (0%) percent of the student's final grade average for the school year ~~in the~~
3 ~~spring semester~~ in the subject areas of mathematics, reading/language arts, science and social studies.⁴
4 Student scores on the Tennessee Comprehensive Assessment Program's (TCAP) grades six through
5 eight (6-8) shall comprise ten (10%) percent of the student's final grade average for the school year ~~in~~
6 ~~the spring semester~~ in the subject areas of mathematics, reading/language arts, science and social
7 studies.⁴ The methodology used to calculate the students' scores will be the "Target Score
8 Methodology." The Superintendent may exclude Tennessee Comprehensive Assessment Program
9 (TCAP) scores from students' final grades if scores are not received by the district at least five (5)
10 instructional days before the end of the school year.⁴

11 Student scores on high school TN End of Course⁵ examinations shall be fifteen percent (15%) of the
12 final grade average ~~for in~~ the school year. The methodology used to calculate the students' scores will
13 be the "Target Score Methodology." The Superintendent may exclude end-of-course (EOC) scores from
14 students' final grades if scores are not received by the district at least five (5) instructional days before
15 the end of the course.^{5,4}

16 Any test directly concerned with measuring student ability or achievement through individual or group
17 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
18 of the system without first obtaining written consent of the parents or guardians.²

19 Results of all group tests shall be recorded on the students' permanent records and shall be made
20 available to appropriate personnel in accordance with established procedures.⁷

21 No later than July 31 of each year, the Board shall publish on its website information related to state
22 and board mandated tests that will be administered during the school year. The information shall
23 include:⁸

- 24 1. The name of the test;
- 25 2. The purpose and use of the test;
- 26 3. The grade or class in which the test will be administered;
- 27 4. The tentative date or dates that the test will be administered;
- 28 5. The time and manner in which parents and students will be notified of the results of the test;
- 29 6. How parents can access the questions and answers on their student's state-required tests; and
- 30 7. Identification of whether the assessment is State or Board mandated.

31 ~~Beginning with the 2015-2016 school year and for school years thereafter, t~~ The testing information
32 shall also be placed in student handbooks or other school publications that are provided to parents on
33 an annual basis.

34 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

35 Interest inventories shall be made available to middle schoolers. These will include assessments such
36 as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, Naviance Career Interest Profiler,
37 or the College Board Career Finder.

- 1 Career aptitude assessments shall be administered to 7th or 8th graders in order to inform the student's high school
- 2 plan of study. Upon receiving the results from these assessments, the school shall provide students with
- 3 information on any available career and technical education opportunities in which the student is eligible
- 4 to participate.

Legal References

~~TCA 49-10-108~~
~~20 USCA § 1232(g)~~
~~TRR/MS 0520-01-03-.03(11)~~
~~T.C.A. § 49-1-617~~
~~State Board of Education Policy 2.102~~
~~TRR/MS 0520-01-03-.03(11)(e)~~
~~State Board of Education Policy 2.103~~
~~TCA 49-1-617~~
~~TCA 49-6-412~~
~~Public Acts of 2021, Chapter No. 271~~
~~T.C.A. § 10-7-504(a)(4)(A)~~
~~T.C.A. § 49-6-6007~~
~~State Board of Education Policy 2.102~~
~~State Board of Education Policy 2.103~~

State Board of Education Rule 0520-01-03-.03
 State Board of Education Policy 2.102
 State Board of Education Policy 2.103
 T.C.A. § 10-7-504
 T.C.A. § 49-1-617
 T.C.A. § 49-6-412
 T.C.A. § 49-6-6007

~~Cross-References~~

~~Student Surveys, Analyses, and Evaluations 6.4001~~
~~Student Records 6.600~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Bonded Employees	Descriptor Code: 2.600	Issued Date: 6/**/22 03/19/18
		Rescinds: 2.600	Issued: 05/05/14

1 *General*

2 ~~The Superintendent shall be bonded in the amount of \$100,000.00.^{1,2}~~

3 ~~An individual bond in the amount of \$5,000.00 is required for all members of the Board.²~~

4 ~~The Board shall require adequate bonding of other school employees who are responsible for handling~~
 5 ~~\$2,500.00 or more in school funds annually. The amount of the bond shall be prescribed by the Board.~~
 6 ~~In determining the amount and type of bond, the Board shall consider the amount of money handled or~~
 7 ~~in account during the period of time covered by the bond. The Board may appropriate money from the~~
 8 ~~General Fund to cover the costs of bonds for those employees, or it may require that the cost of the~~
 9 ~~bond be charged against the fund involved.~~

10 **Employees of GMSD who handle student body activity fees and other internal school funds accounting**
 11 **shall be bonded through a blanket bond in the amount of \$100,000.00**

12 **The GMSD Chief Financial Officer and GMSD fiscal agents shall be covered by a bond in an amount,**
 13 **in the manner and in the form and be conditioned as prescribed by law for County Trustees.**

Legal References

~~1. TCA 8-19-101 through 103, TCA 49-2-110(a)(1)~~

T.C.A. 8-11-103
T.C.A. 8-19-101
T.C.A. 49-2-110
T.C.A. 49-3-315

*Tennessee Internal School Uniform Accounting
 Policy Manual, Section 4-21*



2023 GMSD OTHER FUNDS

First Reading – May 24, 2022

KEVIN JONES,
CHIEF FINANCIAL OFFICER

JOSH CATHEY,
DEPUTY SUPERINTENDENT

JASON MANUEL,
SUPERINTENDENT

ANGELA GRIFFITH,
SCHOOL BOARD CHAIR





GERMANTOWN MUNICIPAL SCHOOL DISTRICT

BOARD OF EDUCATION

Angela Griffith	Chair
Amy Eoff	Vice-Chair
Ryan Strain	Board member
Brian Curry	Board member
Betsy Landers	Board member

ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Executive Director, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

SCHOOL DISTRICT VISION, MISSION, AND GOALS

VISION

Inspiring Personal Excellence

MISSION

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

GOALS

1. Engaging, Challenging & Innovative Academics
2. Development of the Whole Child
3. Recruit, Develop & Retain Exemplary Employees
4. Resource Management & Long-term Planning
5. Community Partnerships



CONTENTS

OTHER FUNDS

4

FEDERAL PROJECTS REVENUES

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title IV, IDEA Part B, IDEA Preschool,

6

FEDERAL PROJECTS EXPEND

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title IV, IDEA Part B, IDEA Preschool

20

SCHOOL NUTRITION

22

CAPITAL IMPROVEMENTS

24

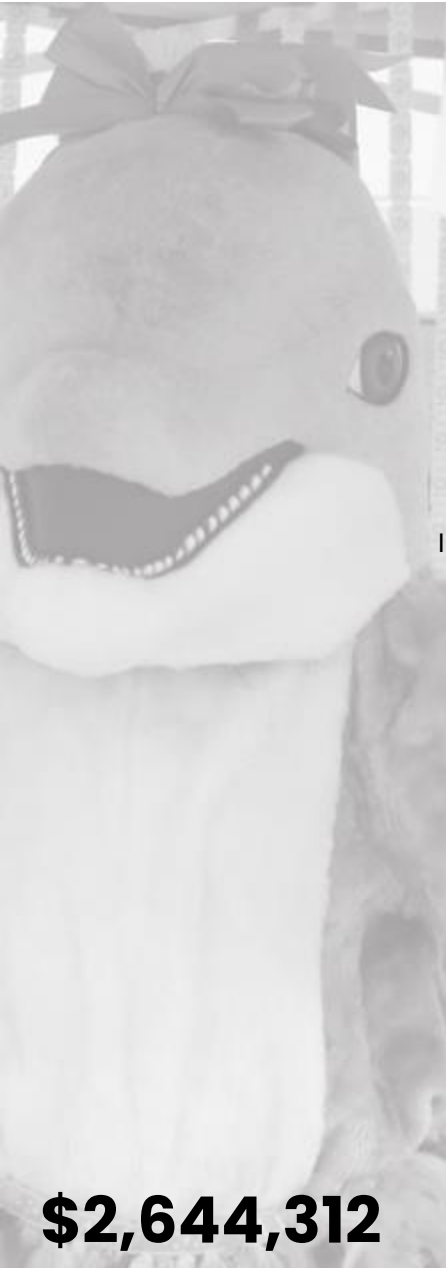
HEALTH INSURANCE

26

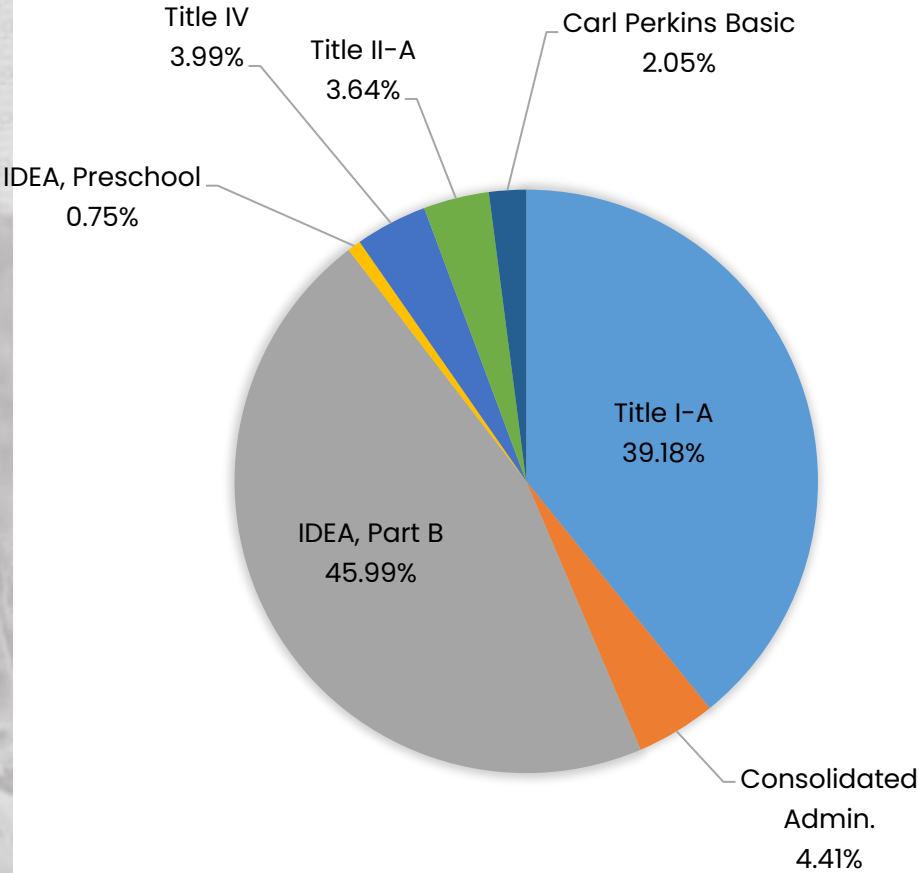
OPEB TRUST

Inspiring Personal Excellence.

Our Germantown Municipal School District's mission is to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.



FEDERAL PROJECTS REVENUES



\$2,644,312

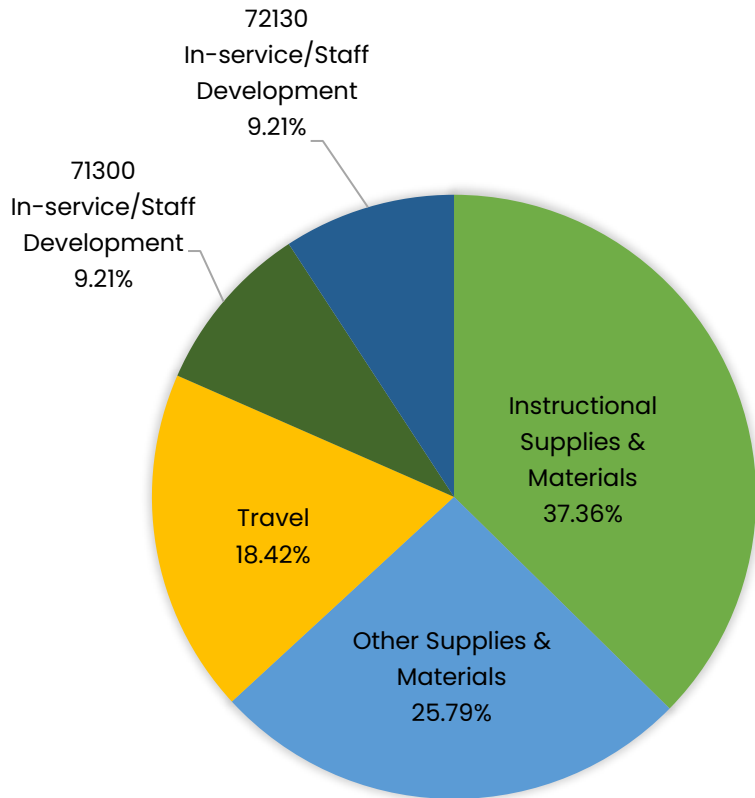
Subcategories

- Consolidated Admin
- Title I-A
- Title II-A
- Title IV
- IDEA, Part B
- IDEA, Preschool
- Carl Perkins Basic

FEDERAL PROJECTS REVENUES

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
47131	Carl Perkins Basic	54,275	50,683	39,248
47131	Carl Perkins Reserve	-	-	41,199
47141	Title I-A	1,035,977	1,151,573	1,446,618
47141	Consolidated Admin.	116,627	143,321	135,528
47143	IDEA, Part B	1,216,048	1,204,376	1,009,040
47143	IDEA, Preschool	19,734	10,220	10,842
47143	IDEA, SPDG	-	-	19,996
47143	IDEA, Preschool Discretionary	-	-	9,584
47146	Title III	-	12,832	12,987
47147	Title IV	105,448	97,611	112,046
47189	Title II-A	96,203	95,022	130,469
	FEDERAL PROJECTS REVENUES TOTAL:	<u>2,644,312</u>	<u>2,765,638</u>	<u>2,967,557</u>

CARL PERKINS BASIC



\$54,275

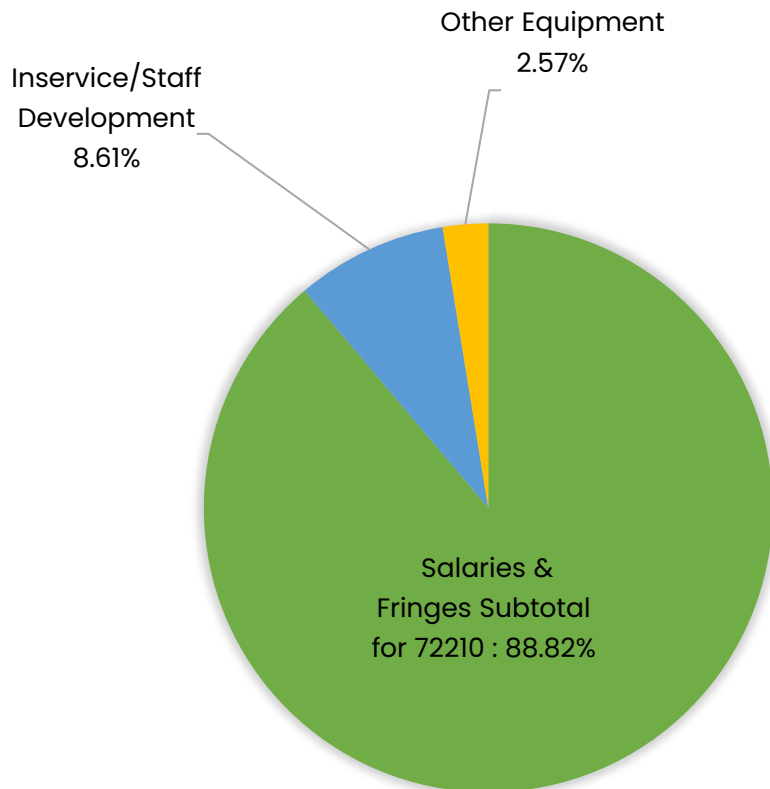
Overview

Carl Perkins provides funding for secondary career and technical education programs. The funding is used for secondary and adult career and technical programs, technology program improvement, technology preparation, and career enhancement.

CARL PERKINS BASIC

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Vocational Instruction (71300)				
429	Instructional Supplies & Materials	20,275	11,075	10,300
499	Other Supplies & Materials	14,000	17,300	3,400
730	Vocational Instructional Equipment	-	6,288	23,268
Other Student Support (72130)				
355	Travel	10,000	9,670	-
524	In-service/Staff Development	5,000	4,050	2,280
Support: Vocational Education (72230)				
524	In-service/Staff Development	5,000	2,300	-
599	Other Charges	-	-	-
Transfers Out (99100)				
504	Indirect Costs	-	-	-
CARL PERKINS BASIC TOTAL:		<u>54,275</u>	<u>50,683</u>	<u>39,248</u>

CONSOLIDATED ADMINISTRATION



\$116,627

Overview

Consolidated Administration funds are utilized to administer Elementary and Secondary Education Act (ESEA) programs which provide services for children, teachers, principals, other instructional staff, and parents. These resources are also used to ensure compliance with all applicable statutes, regulations, and procedures. Programs included are Title I, Part A; Title II, Part A; and Title III, Part A.

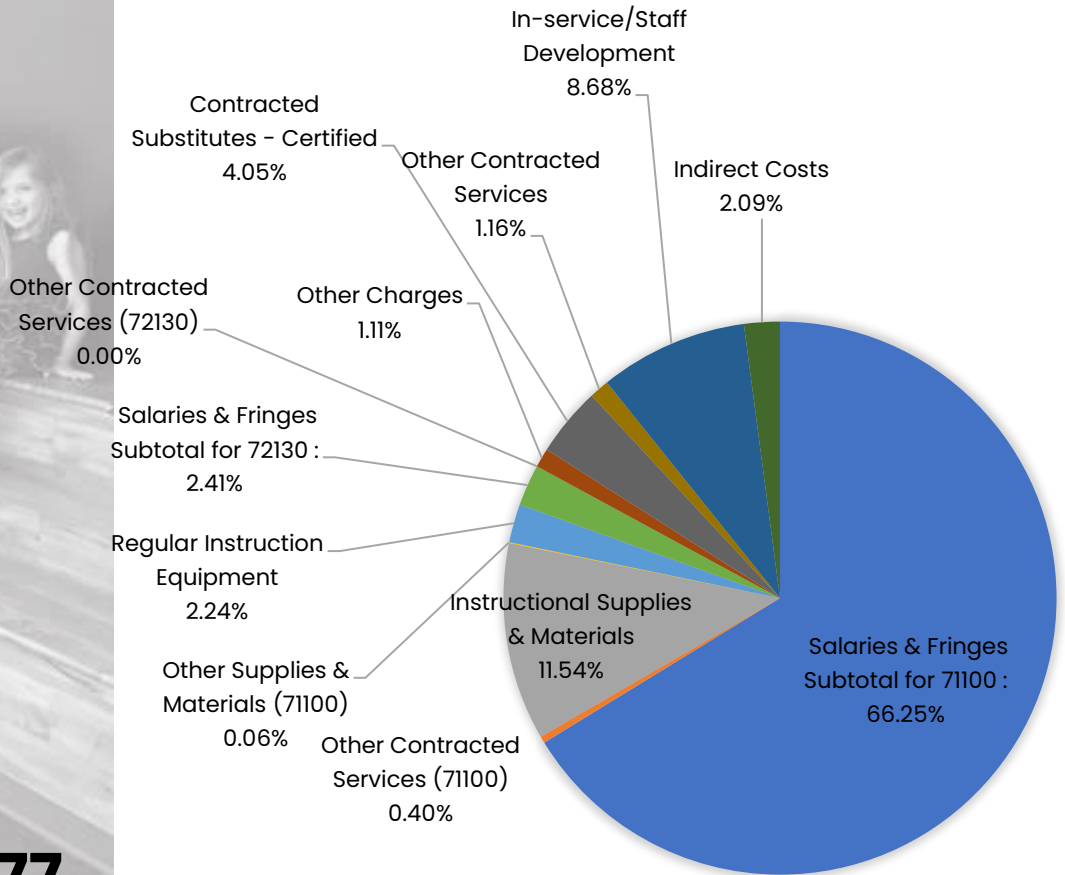
CONSOLIDATED ADMIN

Fund	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (1 FTE)	83,092	98,590	96,657
201	Social Security	5,028	6,113	5,649
204	State Retirement	7,047	10,155	9,927
206	Life Insurance	147	175	156
207	Medical Insurance	7,100	8,255	8,254
212	Medicare	1,176	1,430	1,321
	Salaries & Fringes Subtotal for 72210 :	<u>103,590</u>	<u>124,718</u>	<u>121,964</u>
355	Travel- Mileage	-	-	-
499	Other Supplies and Materials	-	1,700	1,045
524	Inservice/Staff Development	10,037	7,230	709
790	Other Equipment	3,000	3,001	3,843
Transfers Out (99100)				
504	Indirect Costs	<u>-</u>	<u>6,672</u>	<u>7,967</u>
CONSOLIDATED ADMIN TOTAL:		<u><u>116,627</u></u>	<u><u>143,321</u></u>	<u><u>135,528</u></u>

TITLE I-A



\$1,035,977



Overview

Title I, Improving Academic Achievement, provides resources to help ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education, and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. The major focus of this funding are school improvement, assessment, and accountability.

TITLE I-A

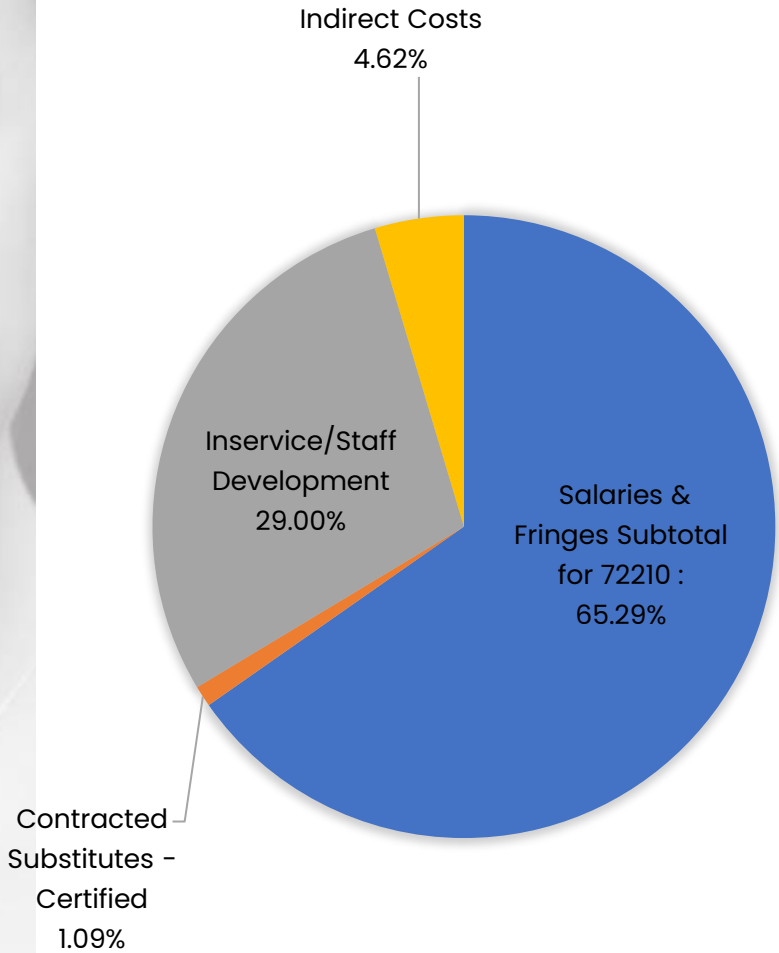
Fund	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
Regular Instruction (71100)				
116	Teachers (7 FTEs)	450,261	304,741	174,640
189	Other Salaries & Wages (2 FTEs)	102,770	80,726	74,487
201	Social Security	34,281	23,899	14,277
204	State Retirement	48,450	40,740	20,062
206	Life Insurance	1,225	875	285
207	Medical Insurance	41,300	24,015	8,495
212	Medicare	8,029	5,589	3,514
	Salaries & Fringes Subtotal for 71100 :	<u>686,316</u>	<u>480,585</u>	<u>295,760</u>
311	Contracts with Other School Systems	-	8,048	10,390
399	Other Contracted Services (71100)	4,145	-	-
429	Instructional Supplies & Materials	119,582	50,718	468,194
499	Other Supplies & Materials (71100)	600	600	-
722	Regular Instruction Equipment	23,233	64,325	481,085
Other Student Support (72130)				
130	Social Worker	-	-	-
189	Other Salaries & Wages	21,509	3,000	-
201	Social Security	1,332	186	-
204	State Retirement	1,847	315	-
206	Life Insurance	-	81	-
207	Medical Insurance	-	212	-
212	Medicare	311	44	-
	Salaries & Fringes Subtotal for 72130 :	<u>24,999</u>	<u>3,838</u>	<u>-</u>
399	Other Contracted Services (72130)	42	12,000	14,580
599	Other Charges	11,519	152,445	9,789
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (1)	-	168,894	-
201	Social Security	-	10,471	-
204	State Retirement	-	17,500	-
206	Life Insurance	-	525	-
207	Medical Insurance	-	11,823	-
212	Medicare	-	2,449	-
	Salaries & Fringes Subtotal for 72210 :	<u>-</u>	<u>211,662</u>	<u>-</u>
308	Consultants	-	-	-
355	Travel- Mileage	-	1,000	-
369	Contracted Substitutes - Certified	42,000	28,252	11,552
399	Other Contracted Services	12,000	12,000	69,433
499	Other Supplies & Materials (72210)	-	1,000	1,942
524	In-service/Staff Development	89,900	90,417	55,661
790	Other Equipment	-	7,150	699
Transfers Out (99100)				
504	Indirect Costs	<u>21,641</u>	<u>27,533</u>	<u>27,533</u>
TITLE I-A TOTAL:		<u><u>1,035,977</u></u>	<u><u>1,151,573</u></u>	<u><u>1,446,118</u></u>





TITLE II-A

\$96,203



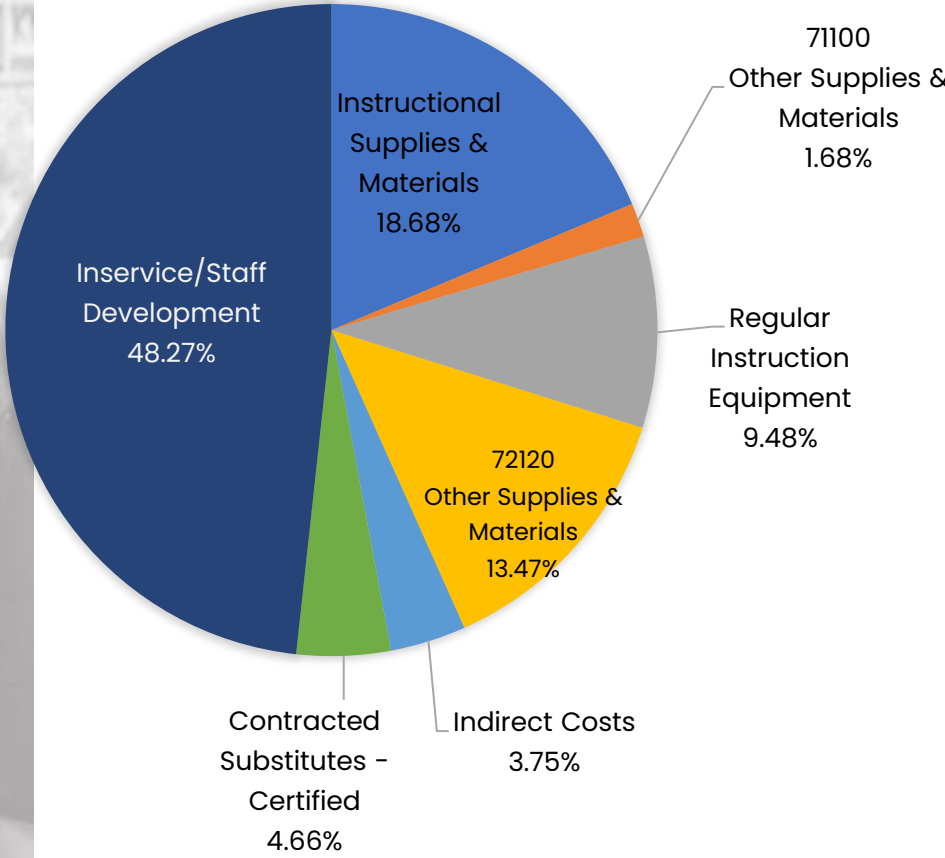
Overview

Title II, Training & Recruiting, is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified. These funds are utilized to provide professional development activities.

TITLE II-A

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (0.6 FTE)	50,565	59,864	85,697
196	In-service Training	-	4,239	14,400
201	Social Security	3,140	4,350	5,770
204	State Retirement	4,400	7,500	9,770
206	Life Insurance	70	61	94
207	Medical Insurance	3,892	8,830	6,909
212	Medicare	740	1,050	1,350
308	Consultants	-	-	-
369	Contracted Substitutes - Certified	1,053	-	-
499	Other Supplies & Materials	-	-	-
524	Inservice/Staff Development	27,902	7,008	4,359
790	Other Equipment	-	-	-
Transfers Out (99100)				
504	Indirect Costs	<u>4,441</u>	<u>2,120</u>	<u>2,120</u>
TITLE II-A TOTAL:		<u><u>96,203</u></u>	<u><u>95,022</u></u>	<u><u>130,469</u></u>

TITLE IV



\$105,448

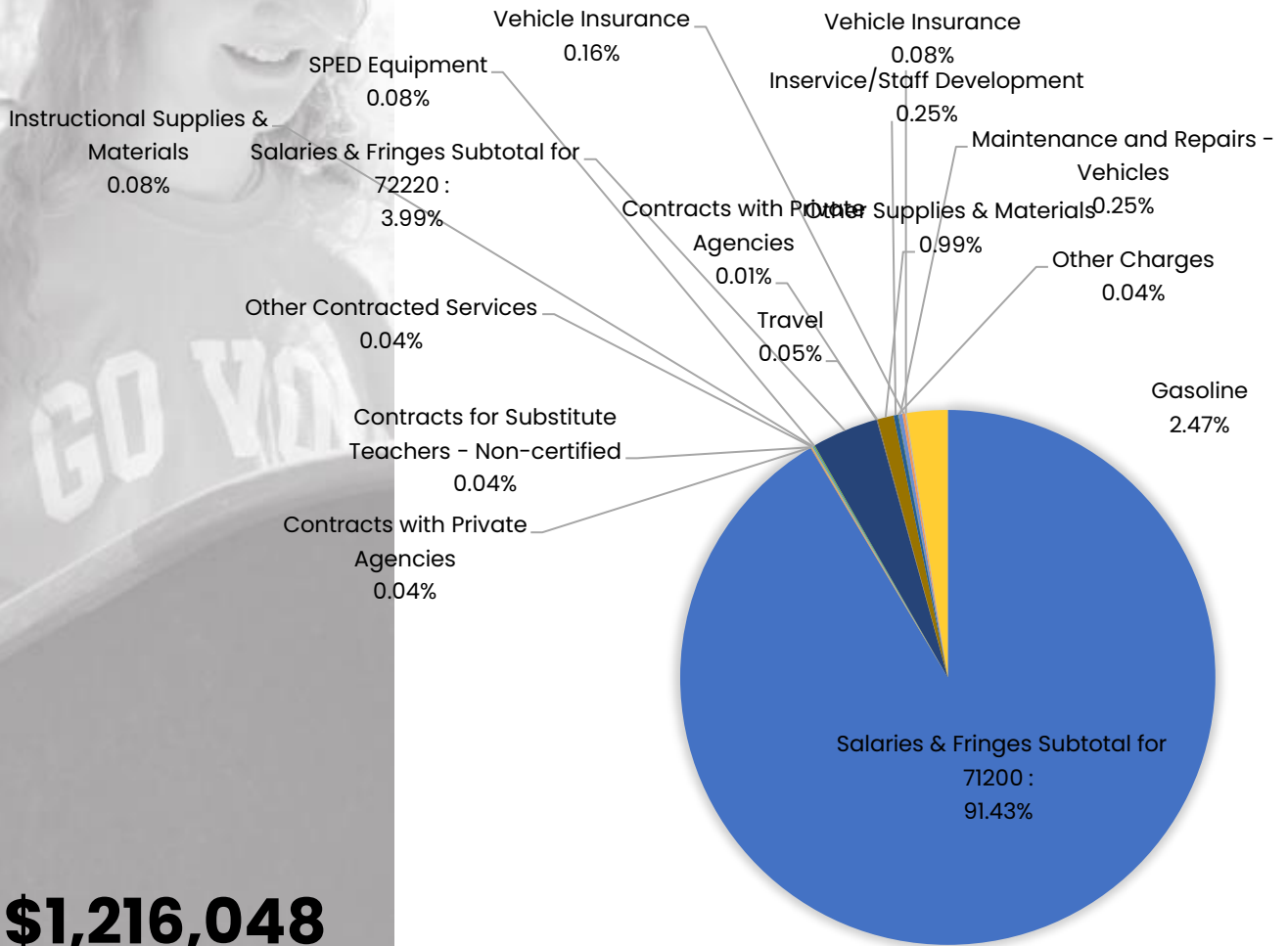
Overview

Title IV, Student Support and Academic Enrichment (SSAE), is intended to improve students' academic achievement by increasing the capacity of state educational agencies, local educational agencies, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the digital literacy of all students.

TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Regular Instruction (71100)				
429	Instructional Supplies & Materials	19,700	26,625	37,812
499	Other Supplies & Materials	1,774	-	-
722	Regular Instruction Equipment	10,000	17,000	56,951
Health Services (72120)				
499	Other Supplies & Materials	14,200	14,700	2,458
Transfers Out (99100)				
504	Indirect Costs	3,957	-	-
Support: Regular Instruction (72210)				
369	Contracted Substitutes - Certified	4,914	-	-
399	Other Contracted Services	-	-	300
524	Inservice/Staff Development	<u>50,903</u>	<u>39,286</u>	<u>14,525</u>
TITLE IV TOTAL:		<u><u>105,448</u></u>	<u><u>97,611</u></u>	<u><u>112,046</u></u>

IDEA, PART B



Overview

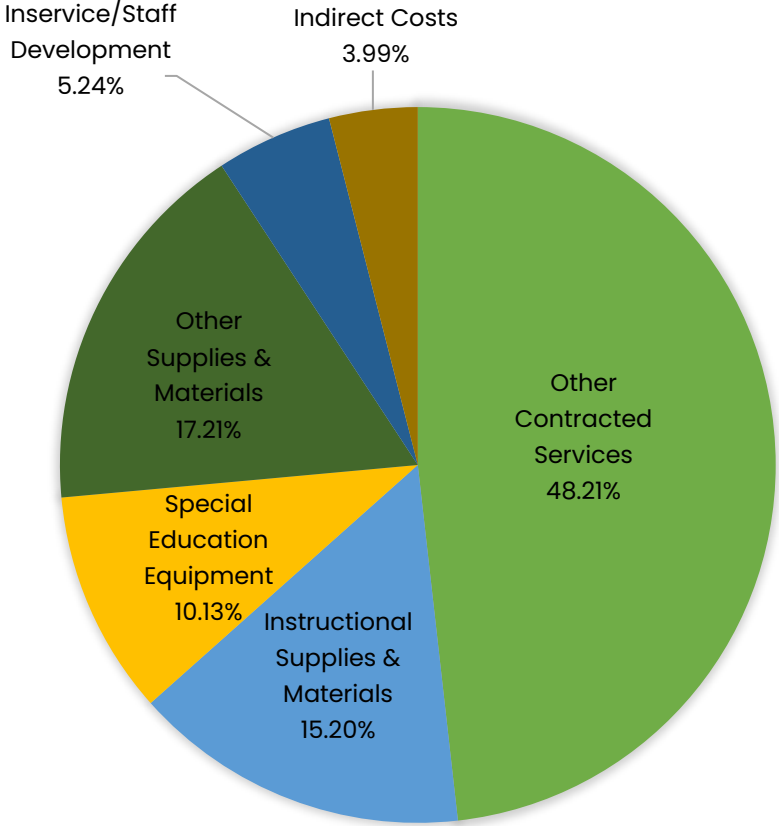
IDEA, Part B, is for students ranging in ages of three through twenty-one who are eligible for special education services. The Individuals with Disabilities in Education Act (IDEA, Part B) provides services such as specialized instruction and programs, interpretation services, and behavior interventions.

IDEA-B

Fund	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
Special Education (71200)				
116	Teachers (2 FTEs)	123,980	116,874	115,613
163	Educational Assistants (26 FTEs)	678,997	630,276	539,564
188	Instructional Responsibility	4,910	-	-
189	Other Salaries & Wages	-	-	1,800
201	Social Security	56,625	49,800	35,995
204	State Retirement	83,857	74,100	51,229
206	Life Insurance	8,840	7,140	1,020
207	Medical Insurance	142,000	136,935	106,293
212	Medicare	12,584	11,500	8,418
	Salaries & Fringes Subtotal for 71200 :	1,111,793	1,026,625	859,932
312	Contracts with Private Agencies	500	3,500	-
370	Contracts for Substitute Teachers - Non-certified	500	-	-
399	Other Contracted Services	500	5,908	-
429	Instructional Supplies & Materials	1,000	5,000	11,532
725	SPED Equipment	1,000	10,000	3,493
Support: Special Education (72220)				
105	Supervisor/Director	37,440	35,000	29,072
201	Social Security	2,228	2,142	1,602
204	State Retirement	3,692	3,550	2,953
206	Life Insurance	81	77	47
207	Medical Insurance	4,581	4,581	4,501
212	Medicare	522	501	375
	Salaries & Fringes Subtotal for 72220 :	48,544	45,851	38,550
312	Contracts with Private Agencies	111	37,007	1,320
355	Travel	600	100	69
399	Other Contracted Services	-	-	-
499	Other Supplies & Materials	12,000	1,000	25,585
524	Inservice/Staff Development	3,000	33,385	7,594
599	Other Charges	500	-	-
Transportation (72710)				
338	Maintenance and Repairs - Vehicles	3,000	3,000	-
425	Gasoline	2,000	2,000	965
511	Vehicle Insurance	1,000	1,000	-
729	Transportation Equipment	-	-	-
Transfers Out (99100)				
504	Indirect Costs	30,000	30,000	60,000
IDEA-B TOTAL:		1,216,048	1,204,376	1,009,040



IDEA PRESCHOOL



\$19,734

Overview

Federal funds provided for special education services to preschool students.

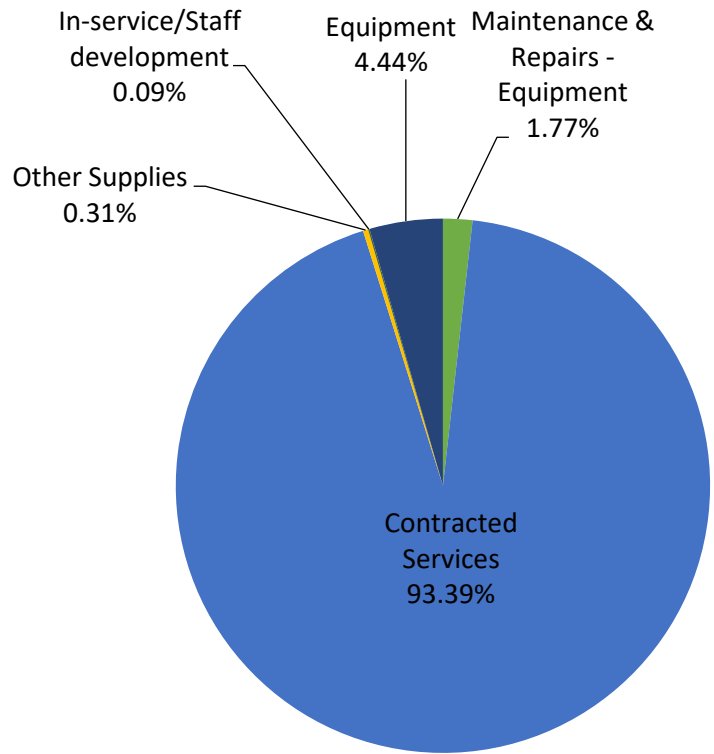
IDEA- PRESCHOOL

<u>Fund</u>	<u>Description</u>	FY 2023 <u>Budget</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Actual</u>
Special Education (71200)				
399	Other Contracted Services	9,514	-	-
429	Instructional Supplies & Materials	3,000	-	5,076
499	Other Supplies & Materials	-	-	-
725	Special Education Equipment	2,000	2,000	1,604
Support: Special Education (72220)				
399	Other Contracted Services	-	-	77
499	Other Supplies & Materials	3,397	4,410	1,946
524	Inservice/Staff Development	1,035	3,022	1,814
Transfers Out (99100)				
504	Indirect Costs	<u>788</u>	<u>788</u>	<u>325</u>
IDEA- PRESCHOOL TOTAL:		<u>19,734</u>	<u>10,220</u>	<u>10,842</u>





SCHOOL NUTRITION



\$2,349,745

Overview

SFE, an independent contractor, is responsible for all District cafeteria operations. All sales and USDA breakfast and lunch reimbursements are received directly by the District.

SCHOOL NUTRITION

REVENUES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
43521	Lunch Income- Children	819,225	-	22,864
43522	Lunch Income- Adults	8,000	8,000	8,202
43523	Breakfast Income	170,228	-	1,169
43525	Ala Carte Sales	493,396	459,180	187,922
47111	USDA Lunch	419,994	769,716	801,246
47113	USDA Breakfast	40,780	76,890	124,629
47112	USDA Commodities	95,280	89,836	92,378
47121	Miscellaneous - Other Revenue - Catering	5,000	4,000	1,714
47590	Other Federal Through State	123,830	-	13,630
49800	Transfers In	-	100,000	-
	Reserves	174,012	-	-
	TOTAL NUTRITION REVENUES:	2,349,745	1,507,622	1,253,754

Includes federal reimbursements from the Federal Government for meals served, payments made by students, teachers, and parents eating at schools, and other miscellaneous revenues.

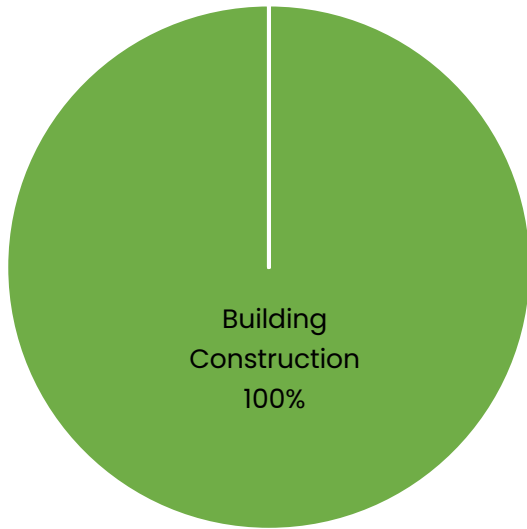
EXPENDITURES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
336	Maintenance & Repairs - Equipment	40,000	40,000	26,164
399	Contracted Services	2,105,465	1,293,786	1,039,718
499	Other Supplies	7,000	7,000	2,950
524	In-service/Staff development	2,000	2,000	-
710	Equipment	100,000	75,000	90,920
469	USDA Commodities	95,280	89,836	92,378
	TOTAL NUTRITION EXPENDITURES:	2,349,745	1,507,622	1,252,130

Includes expected contracted service to food service management company.

CHANGE IN CAFETERIA FUND BALANCE:	-	-	1,624
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CAPITAL IMPROVEMENTS



\$4,000,000

Overview

Sources to fund capital improvement projects come from the Shelby County Commission and from the City of Germantown. Budgeted amounts include funds for building improvements to schools and building construction costs for a Houston Middle School Addition.

CAPITAL IMPROVEMENT

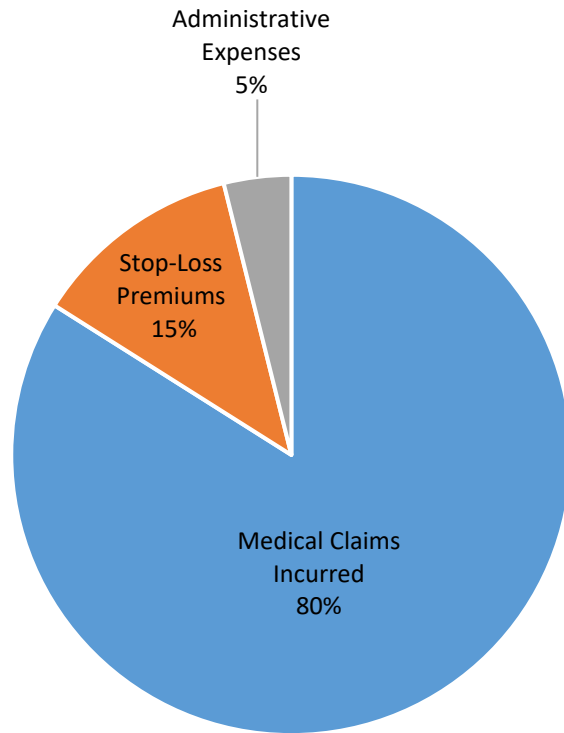
REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
44190	County Commission	1,500,000	2,200,000	1,776,050
49100	Bond/Note Proceeds	2,500,000	5,000,000	559,210
49810	Transfers from the City of Germantown	-	1,500,000	500,000
39000	Reserves	-	-	-
TOTAL CAPITAL IMPROV. REVENUE:		<u>4,000,000</u>	<u>8,700,000</u>	<u>2,835,270</u>
		8,000,000		

EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
304	Architects	-	300,000	699,480
706	Building Construction	4,000,000	8,400,000	583,790
707	Building Improvements	-	-	2,581,180
790	Other Equipment	-	-	96,400
TOTAL CAPITAL IMPROV. EXPENDITURES:		<u>4,000,000</u>	<u>8,700,000</u>	<u>3,960,860</u>
CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE:		<u>-</u>	<u>-</u>	<u>(1,125,589)</u>

HEALTH INSURANCE



\$6,260,000

Overview

During 20 pay periods of the year, employees, through payroll deduction, and the District make contributions to the health insurance fund to pay actual medical and pharmacy claims incurred during the year. Stop-loss insurance covers any claims above \$115,000. Contributions also cover any administrative expenses paid to third-party administrators and consultants.

HEALTH INSURANCE

REVENUES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
42000	Employee Contributions	1,766,260	1,938,402	1,847,188
42100	Employer Contributions	3,295,640	3,606,846	3,439,131
42500	COBRA payments	0	0	0
42900	Other Income	200,000	200,000	227,250
44110	Interest income	0	0	1,481
	Reserves	998,100	428,100	0
TOTAL HEALTH INSURANCE FUND REVENUES:		6,260,000	6,173,348	5,515,050

Includes employees' and the District's contributions for health insurance. Other income includes pharmacy rebates.

EXPENDITURES

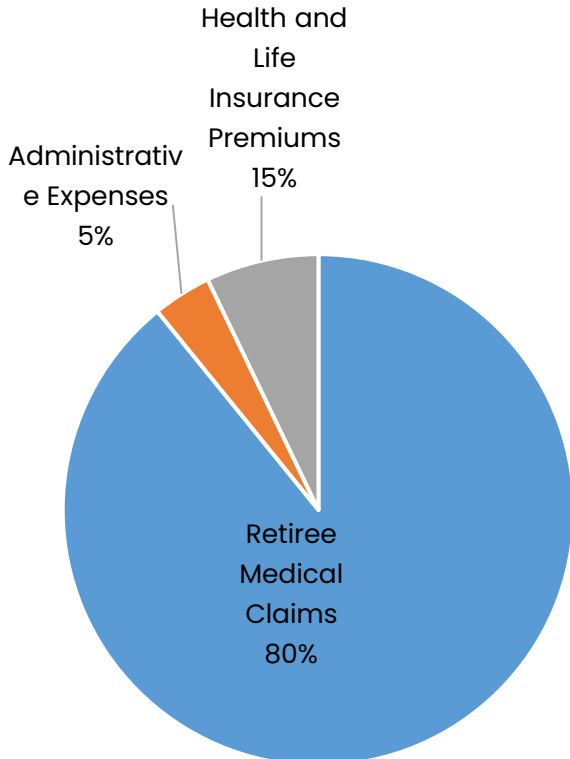
Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
280	Medical Claims Incurred	5,000,000	5,183,348	4,773,424
281	Stop-Loss Premiums	960,000	750,000	565,718
282	Administrative Expenses	300,000	240,000	217,106
TOTAL HEALTH INSURANCE FUND EXPENDITURES:		6,260,000	6,173,348	5,556,248

Includes claims expense for medical and pharmacy, stop loss premiums, and third-party administrative expenses.

CHANGE IN HEALTH INSURANCE FUND BALANCE: 0 0 -41,198



OPEB TRUST



\$763,000

Overview

The District and retirees participating in the health insurance plan make contributions to the Other Post-Employment Benefits (OPEB) trust during the year. Contributions cover actual retiree medical and pharmacy claims, retiree stipends to help cover premiums, certain health and life insurance premiums, custodial and investment management fees, and actuarial costs.

OPEB TRUST

REVENUES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
42100	Employer Contributions	755,000	755,000	709,990
42200	Retiree Contributions	80,000	80,000	75,000
44110	Investment Income	75,000	75,000	55,720
44111	Unrealized and Realized Gain/Loss on Investment	292,500	280,000	760,081
TOTAL OPEB TRUST FUND REVENUES:		<u>1,202,500</u>	<u>1,190,000</u>	<u>1,600,791</u>

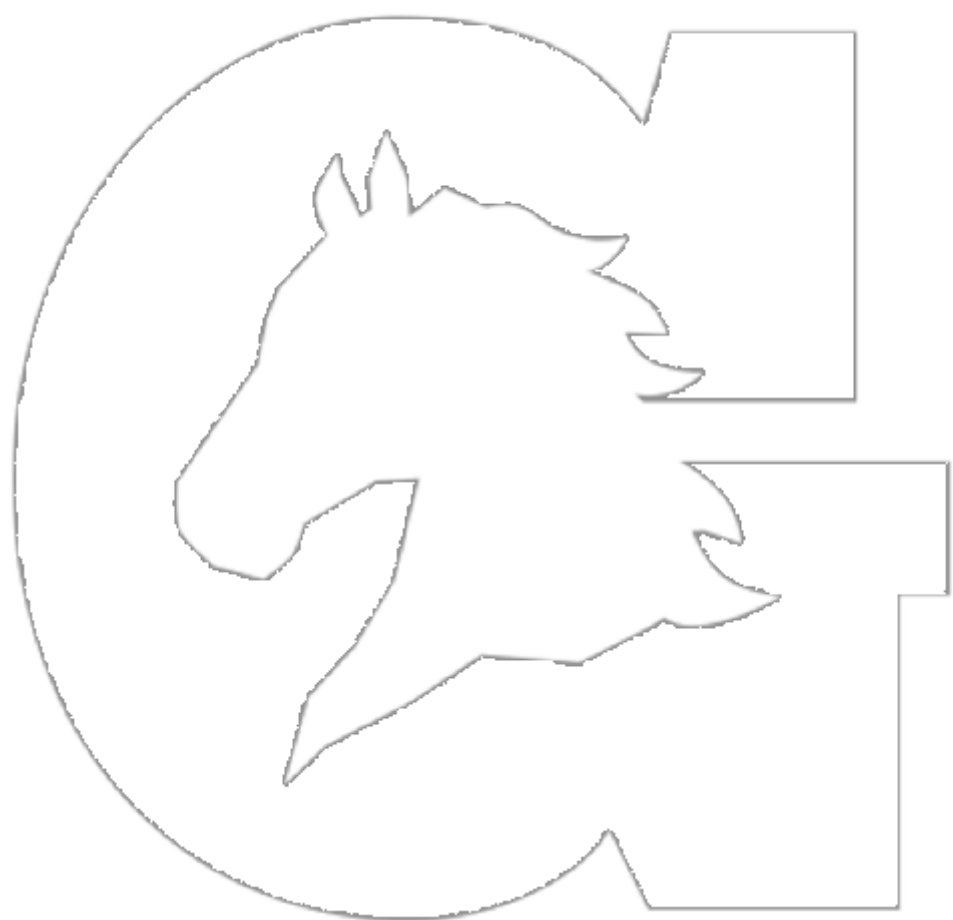
Includes District's contributions for health and life insurance benefits for retirees. Retiree contributions include amounts from TCRS withheld from their pension check and transmitted to GMDS. Unrealized gain on investment assumes a 7% rate of return on investments.

EXPENDITURES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
28000	Retiree Stipends	90,000	64,000	62,250
28100	Retiree Medical Claims	600,000	600,000	146,138
28200	Administrative Expenses	25,000	25,000	17,600
28300	Health and Life Insurance Premiums	48,000	48,000	38,825
TOTAL OPEB TRUST FUND EXPENDITURES:		<u>763,000</u>	<u>737,000</u>	<u>264,813</u>

Includes claims expense for medical and pharmacy claims, retiree stipends for health insurance, health and life insurance premiums for retirees, and third-party administrative expenses.

CHANGE IN OPEB TRUST FUND BALANCE: 439,500 453,000 1,335,978



HIGHLIGHTED CHANGES TO THE GMSD FY 22-23 GENERAL FUND BUDGET

Please note the following budgetary changes on the second reading:

1. BEP Revenue, \$23K decrease
2. Property Tax Revenues, \$155K increase (ADA percentage increases from 4.21% to 4.27)
3. Expenditure increases:
4. Career and College Counselor, \$103K
5. Coaching Supplements, Step Increases, \$14K
6. ENA voice application software, \$14K
7. TSBA BOEconnect services, \$1K



2023 GMSD BUDGET REPORT

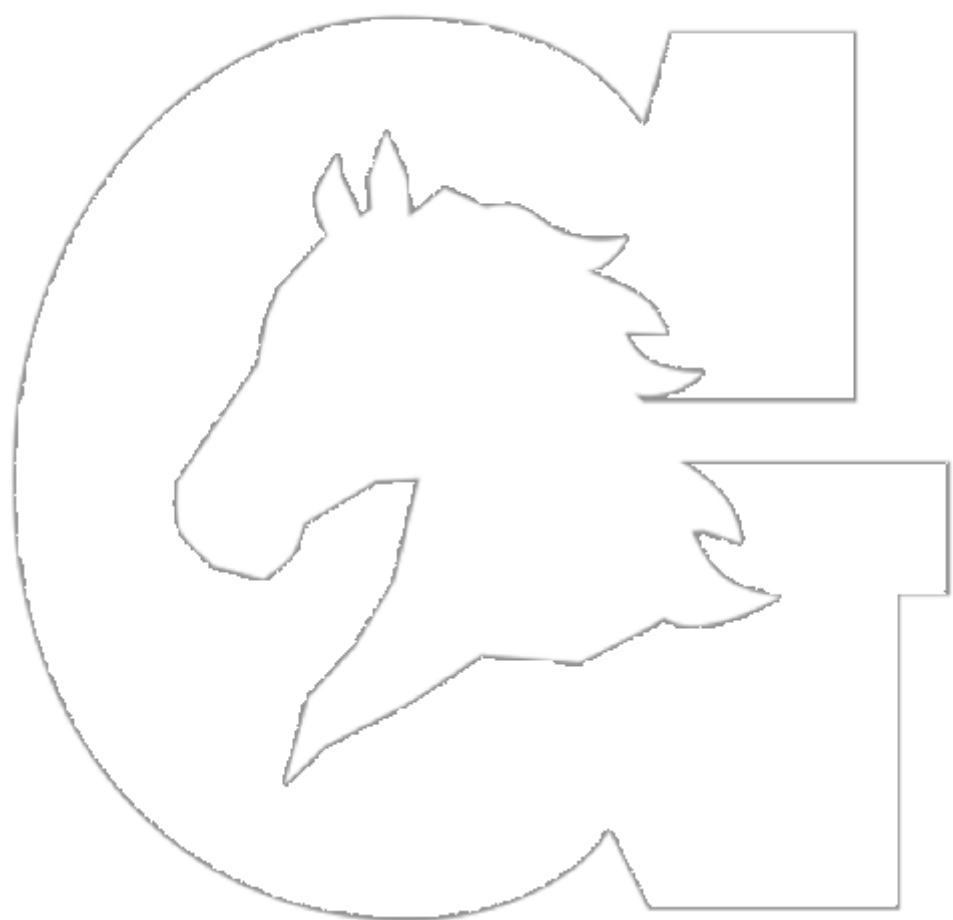
Second Reading – May 24, 2022

KEVIN JONES,
CHIEF FINANCIAL OFFICER

JOSH CATHEY,
DEPUTY SUPERINTENDENT

JASON MANUEL,
SUPERINTENDENT

ANGELA GRIFFITH,
SCHOOL BOARD CHAIR





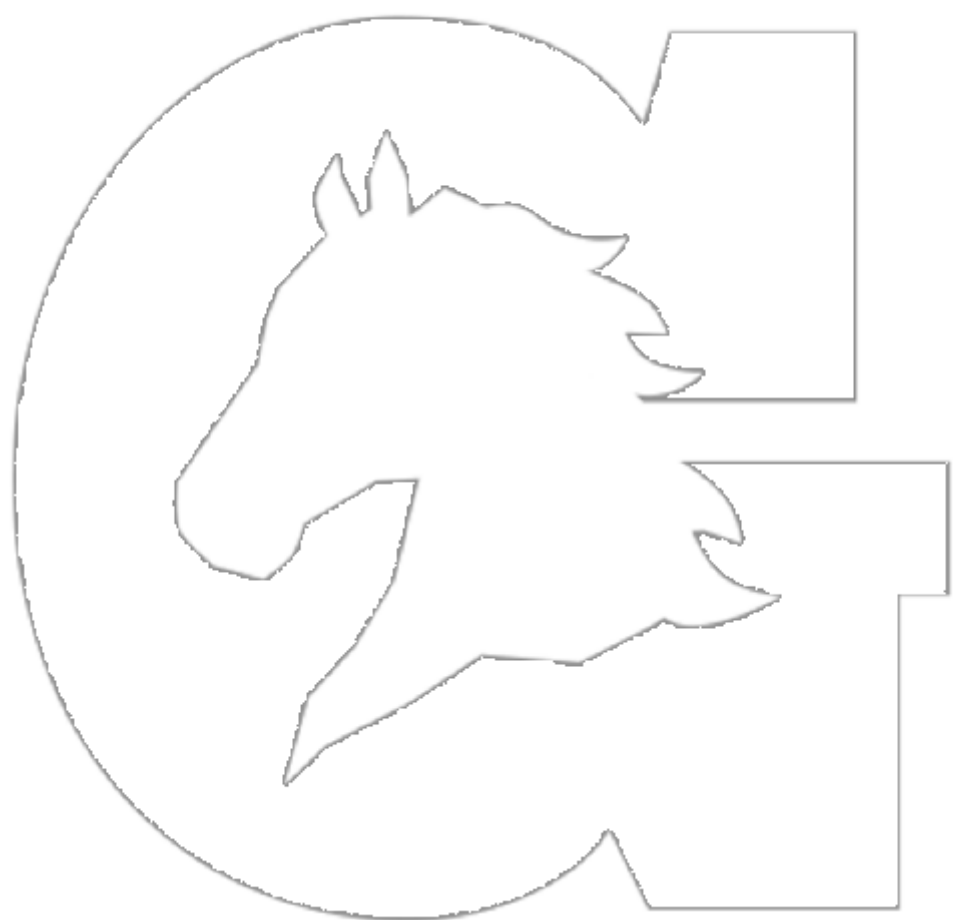
GERMANTOWN MUNICIPAL SCHOOL DISTRICT

BOARD OF EDUCATION

Angela Griffith	Chair
Amy Eoff	Vice-Chair
Ryan Strain	Board member
Brian Curry	Board member
Betsy Landers	Board member

ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Executive Director, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources



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SUPERINTENDENT & BOARD OF ED

Office of the Superintendent, Board of Ed. Services

Inspiring Personal Excellence

Our vision is to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

SCHOOL DISTRICT PROFILE

SCHOOL DISTRICT PROFILE:

The Germantown Municipal School District (GMSD) and Municipal School board were established by the City of Germantown, TN in 2013. The first year of service to students began July 1, 2014. The 2022-23 budget represents expectations for GMSD in its ninth year of operation. This budget presents projected revenues and expenditures for GMSD based on current student enrollment and projected changes for the coming year.

GMSD is comprised of seven schools; three K-5 (Dogwood, Farmington, and Forest Hill), one K-8 (Riverdale), one 6-8 (Houston Middle), one 9-12 (Houston High), and GOAL, an online learning academy.

VISION:

Inspiring Personal Excellence

MISSION:

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

BUDGET HIGHLIGHTS

FUND

This budget includes the General Purpose Fund, which is the primary operating fund of the school system and accounts for financial resources of the District.

ENROLLMENT

The District's enrollment projections for FY 2023 are estimated using FY 2022 enrollment data and enrollment applications made during open enrollment for the FY 2023 school year. Projected enrollment for FY2023 is 6,043.

REVENUES

The three major sources of revenues for GMSD are from the City of Germantown, Shelby County, and the State of Tennessee.



BUDGET HIGHLIGHTS

The City of Germantown provides a \$3.1 million maintenance of effort payment to GMSD.

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution is shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections is given to education and is distributed in the same manner as property taxes. For FY 2022, the District's share is at 4.27 percent. The net increase in County funds is projected at \$1,280,000 for sales tax revenues.

State funds consist primarily of Basic Education Plan (BEP) funds. The BEP portion of State funds represents a preliminary estimate from the State based upon the FY 2022 average daily membership (ADM). Funding is based on ADM weighted on the 2nd, 3rd, 6th, and 7th attendance periods. Formulas used to determine funding are total weighted student count multiplied by the per pupil allocation, per teacher allocation, staffing formulas and salary allocations, maintenance and operations square foot calculations, plus transportation allowances. There is a projected increase of \$659,000 in BEP funds for FY 2023.

Funds also became available with the elimination of the operating transfer to the cafeteria fund, \$100,000; reduction in the TCRS retirement contribution rate from 10.3% to 8.69%, \$486,000; and the reduction in the Durham transportation contract, \$100,000.

\$8.7 million in reserves will be used to cover \$6 million in capital projects and the remainder to balance the budget.

RESOURCE MANAGEMENT – INCREASES TO BUDGET

During the budget development process, GMSD will allocate additional resources in alignment with strategic plan goals. Resources will be allocated to departmental functions for engaging, challenging, and innovative academics; for the development of the whole child; to recruit, develop, and retain exemplary staff; to enhance community partnerships; and for other needs.

ENGAGING, CHALLENGING & INNOVATIVE ACADEMICS

- Bringing professional development 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- \$265,000
- 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

WHOLE CHILD

- 5 Counselors, 2 Psychologists, 1 Homebound Teacher (from ESSER 3.0)- \$666,000
- 504 Clerical position - District Office - to support schools - \$46,000
- Co-curricular Performing Arts Stipends/Materials/Transportation- \$90,000
- Social Emotional Learning Teacher- \$93,000

RECRUIT, DEVELOP & RETAIN EXEMPLARY STAFF

- 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 for teachers- \$550,000
- Advanced degrees compensation pay scale shift- \$350,000
- HR Specialist - 120-day contract - \$39,000
- Analysts to Specialists Upgrades - \$43,000
- School Support Staff Upgrades - \$64,000
- Substitutes (additional personal day for all staff & increased pay rate for substitute teachers) - \$155,000
- Continued funding of OPEB Actuarial Determined Contribution (ADC) for Retiree Health and Life Insurance
- No increase in the health insurance rates for employees

ENHANCE COMMUNITY PARTNERSHIPS

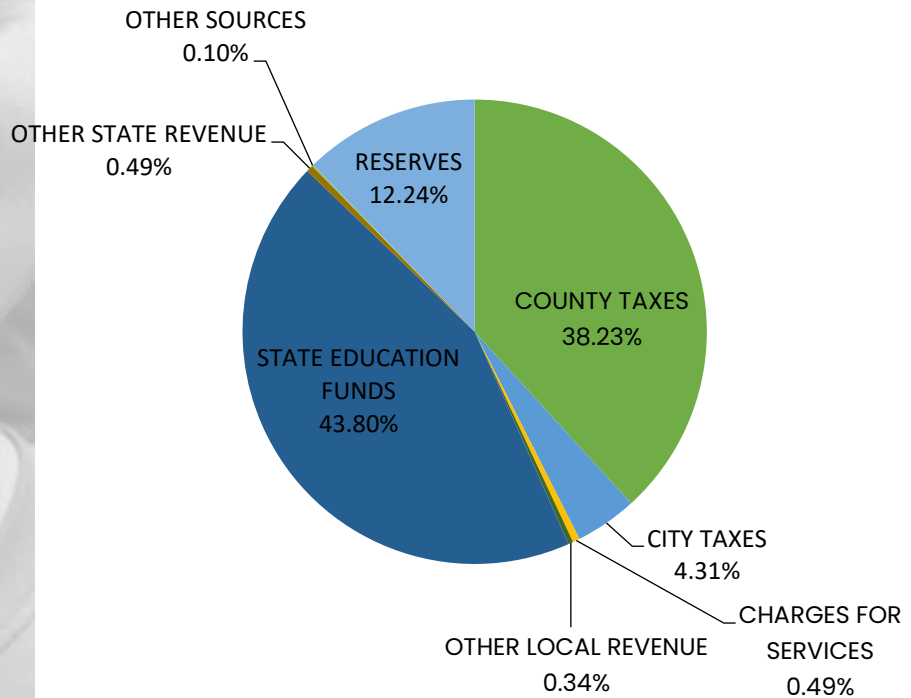
Social Media Coordinator stipends at all schools- \$4,000

OTHER INCREASES

- Diesel fuel costs - \$25,000
- Technology software enhancements - \$56,000
- Legal services - \$35,000
- Audit fees - \$14,000

GENERAL FUND REVENUES

2022-2023 Projections



Overview

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources



GENERAL FUND REVENUES

Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources

\$71,589,824

Revenue Sources

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

The City of Germantown provides a \$3.0 million maintenance of effort payment to GMSD.

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution is shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections is given to education and is distributed in the same manner as property taxes.

State funds consist primarily of Basic Education Plan (BEP) funds. The Basic Education Plan (BEP) portion of State funds represents a preliminary estimate from the State based upon the FY 2022 average daily membership (ADM).

Funding is based on ADM weighted on the 2nd, 3rd, 6th, and 7th attendance periods. Formulas used to determine funding are total weighted student count multiplied by the per pupil allocation, per teacher allocation, staffing formulas and salary allocations, maintenance and operations square foot calculations, plus transportation allowances.

GENERAL FUND REVENUES

Acct	Description	FY 2023	FY 2022	FY 2021
		<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
40400	COUNTY TAXES	27,465,822	26,033,951	26,975,407
40800	CITY TAXES	3,082,068	2,549,581	2,549,581
43000	CHARGES FOR SERVICES	347,765	201,305	237,762
44000	OTHER LOCAL REVENUE	242,000	644,000	365,407
46000	STATE EDUCATION FUNDS	31,266,206	29,805,884	30,693,204
46800	OTHER STATE REVENUE	346,441	274,441	374,816
47100	FED FUNDS RCVD THRU STATE		-	146,833
49000	OTHER SOURCES	70,000	70,000	98,045
	RESERVES	8,769,522	606,868	-
REVENUES GRAND TOTAL:		<u>71,589,824</u>	<u>60,186,030</u>	<u>61,441,055</u>



STATE EDUCATION FUNDS

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
46511	Basic Education Program	31,086,000	29,613,000	29,890,608
46590	Other State Education Funds	-	-	604,369
46591	Coordinated School Health Grant	90,000	90,000	90,000
46610	Career Ladder Program	90,206	102,884	108,227
STATE EDUCATION FUNDS TOTAL:		31,266,206	29,805,884	30,693,204

Includes Germantown Municipal School District's share of the Basic Education Program (BEP) Funds, grants, and other flow-through state funds, such as Career Ladder.

COUNTY TAXES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
40110	Current County Property Tax	16,048,856	15,893,810	16,274,399
40120	Trustee Collection - Prior Year	297,152	297,152	120,001
40130	Chancery & Circuit Court - Prior Year	151,462	151,462	129,629
40162	PILOT - Utility	152,970	152,970	126,923
40163	PILOT - Other	126,124	126,124	173,037
40210	Local Option Sales Tax	9,000,000	7,723,175	8,654,913
40240	Wheel Tax	1,477,882	1,477,882	1,474,376
40290	Other Tax	211,376	211,376	22,129
COUNTY TAXES TOTAL:		27,465,822	26,033,951	26,975,407

Includes Germantown Municipal School District's share of Shelby County property taxes, local option sales taxes, and wheel taxes based on the prior year weighted average daily attendance (ADA) for schools in the Germantown Municipal School District.

CITY TAXES

<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
40610	Municipal Property Taxes	3,082,068	2,549,581	2,549,581
		_____	_____	_____
	CITY TAXES TOTAL:	3,082,068	2,549,581	2,549,581

City of Germantown's contribution to the School District.

OTHER STATE REVENUE

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
46850	Mixed Drink Tax	204,000	132,000	153,011
46980	Other State/Local Revenue - SPED State Grant	83,441	83,441	97,692
46981	Safe Schools Grant	59,000	59,000	115,020
46982	School Safety Grant	-	-	9,093

OTHER STATE REVENUE TOTAL:

346,441

274,441

374,816

Includes Germantown Municipal School District's share of one-half of the tax assessed on the seating capacity of establishments serving mixed drinks based on the average daily attendance (ADA) distribution for Germantown Municipal Schools.

OTHER LOCAL REVENUE

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
44110	Interest Earned	10,000	25,000	25,672
44120	Lease/Rentals	21,000	21,000	21,000
44160	PEG Funding	136,000	148,000	144,800
44170	Miscellaneous Refunds	-	-	12,849
44530	Sale of Equipment	75,000	450,000	153,023
44990	Other	-	-	8,063
RECURRING LOCAL REVENUE TOTAL:		242,000	644,000	365,407

Includes PEG funding from cable companies for the Houston High School TV studio.

CHARGES FOR SERVICES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
43512	Laptop Insurance	99,420	99,420	111,873
43512	Tuition	248,345	101,885	125,889
CHARGES FOR SERVICES TOTAL:		347,765	201,305	237,762

Includes revenue for laptop insurance and tuition for out-of-county residents, summer school, and preschool program.

FEDERAL FUNDS RECEIVED THRU STATE

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
47304	Technology and Other	-	-	146,833
TOTAL FEDERAL THRU STATE		-	-	146,833

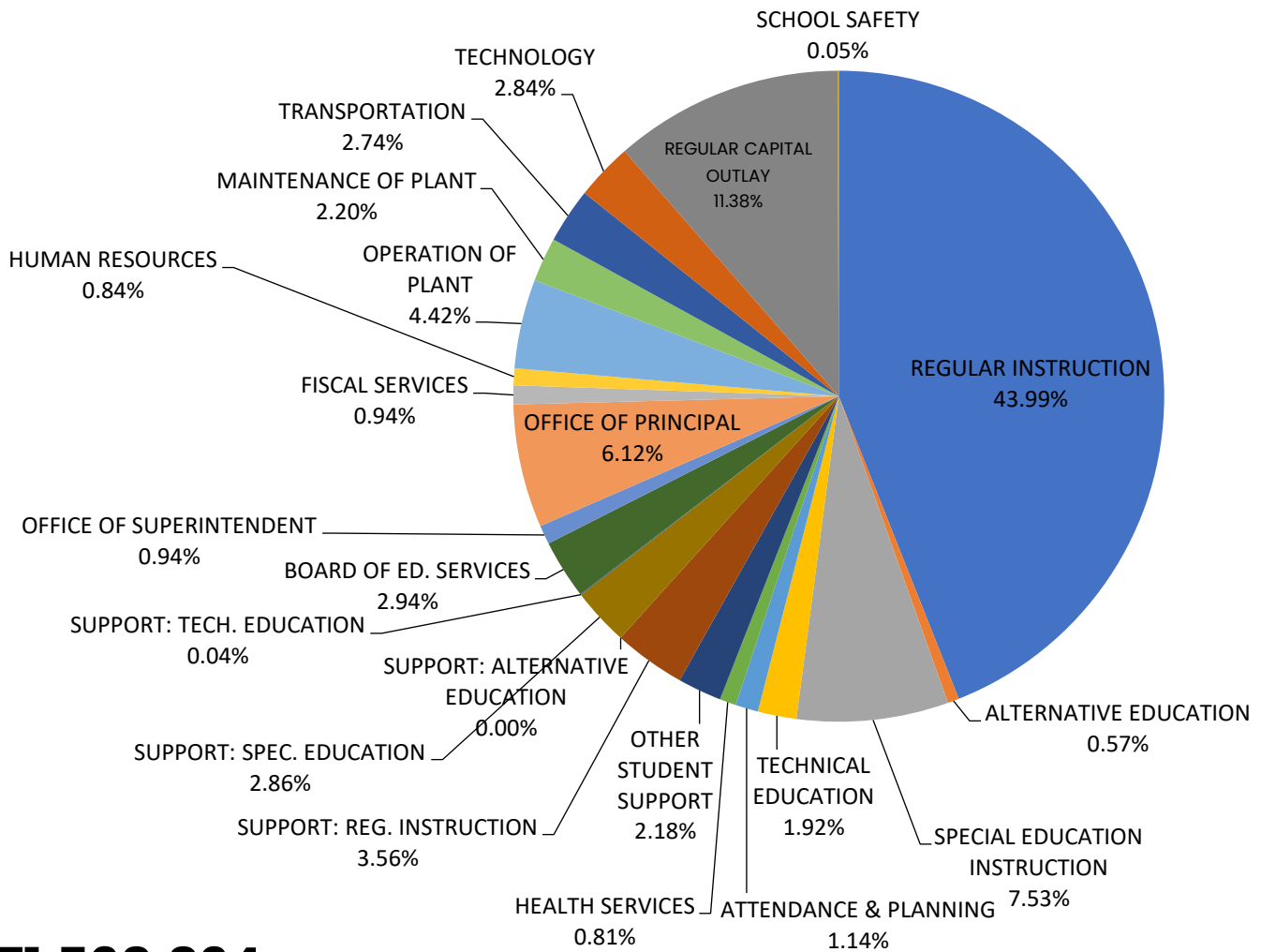
Includes funds for technology devices.

OTHER SOURCES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
49800	Transfers In - Indirect Costs	<u>70,000</u>	<u>70,000</u>	<u>98,045</u>
	OTHER SOURCES TOTAL:	70,000	70,000	98,045



GENERAL FUND EXPENDITURES



\$ 71,598,824

Overview

General Fund expenditures outline Germantown Municipal School District's commitment to its Strategic Plan and is organized in this document by departments.

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GENERAL FUND EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>Per.</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
71100	REGULAR INSTRUCTION	355.00	31,442,020	29,038,809	30,036,156
71150	ALTERNATIVE EDUCATION	5.00	404,696	308,423	272,140
71200	SPECIAL EDUCATION INSTRUCTION	84.00	5,379,975	4,738,923	4,636,257
71300	TECHNICAL EDUCATION	16.00	1,370,381	1,271,437	1,202,619
72110	ATTENDANCE & PLANNING	7.50	812,342	725,553	687,882
72120	HEALTH SERVICES	7.75	579,299	540,004	505,972
72130	OTHER STUDENT SUPPORT	19.00	1,660,175	1,225,138	1,172,586
72210	SUPPORT: REG. INSTRUCTION	25.50	2,548,455	2,291,502	2,095,802
72220	SUPPORT: SPEC. EDUCATION	22.61	2,044,015	1,657,398	1,629,107
72230	SUPPORT: TECH. EDUCATION	0.20	31,712	31,057	23,296
72310	BOARD OF ED. SERVICES	5.00	2,100,962	2,030,093	1,907,396
72320	OFFICE OF SUPERINTENDENT	4.40	672,412	649,850	653,452
72410	OFFICE OF PRINCIPAL	52.50	4,376,383	3,928,050	3,782,176
72510	FISCAL SERVICES	5.50	673,354	643,562	568,837
72520	HUMAN RESOURCES	4.50	598,959	509,464	473,009
72610	OPERATION OF PLANT	6.00	3,160,988	2,962,876	2,696,719
72620	MAINTENANCE OF PLANT	6.00	1,571,963	1,442,305	1,388,902
72710	TRANSPORTATION		1,954,445	2,039,351	1,599,020
73100	SCHOOL NUTRITION	0.00	-	-	13,806
72250	TECHNOLOGY	10.00	2,042,369	1,924,506	1,856,032
76100	REGULAR CAPITAL OUTLAY		8,128,225	2,089,035	3,714,302
72830	SCHOOL SAFETY		36,694	38,694	35,721
99100	TRANSFERS OUT		-	100,000	-
EXPENDITURES GRAND TOTAL:		636.46	<u>71,589,824</u>	<u>60,186,030</u>	<u>60,951,189</u>

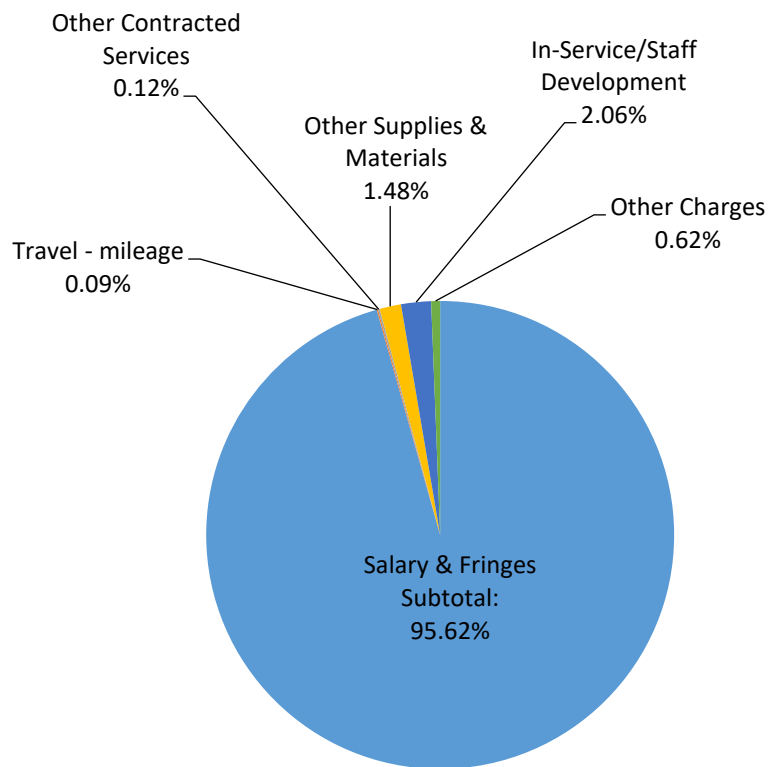


ATTENDANCE & PLANNING

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$812,342

Overview

The GMSD Attendance and Planning (Student Services) department takes pride in monitoring and responding to new and trending student issues. We attend local and state level professional development to assist us in providing the best products and programs. We understand that student success is the focus of the district, and we strive to give them the tools to be productive students and citizens in the community.

ATTENDANCE & PLANNING

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
105	Director/Supervisor	2	228,769	221,329	214,734
130	Social Worker	2	147,388	139,750	139,010
162	Clerical Personnel	2	104,480	60,725	59,367
18900	Other Salaries	0			
189	Other Salaries	1.5	138,481	128,085	124,612
201	Social Security		38,385	33,595	28,947
204/217	State Retirement		55,987	51,587	48,763
206	Life Insurance		1,875	1,625	792
207	Medical Insurance		52,500	45,500	42,799
212	Medicare		8,977	7,857	7,365
Salary & Fringes Subtotal:		7.5	776,842	690,053	666,389

Includes salaries and benefits for personnel working in the Student Services department which provides support services for the schools in the areas of attendance, safety, discipline, suspensions, etc.

355	Travel - mileage		750	750	-
399	Other Contracted Services		1,000	1,000	986
499	Other Supplies & Materials		12,000	12,000	328
524	In-Service/Staff Development		16,750	16,750	13,379
599	Other Charges		5,000	5,000	6,800
Services Subtotal:			35,500	35,500	21,493
ATTENDANCE & PLANNING TOTAL:			812,342	725,553	687,882

Includes costs for employee local mileage as well as funds for some school personnel to receive specialized training in appropriate areas of school discipline.

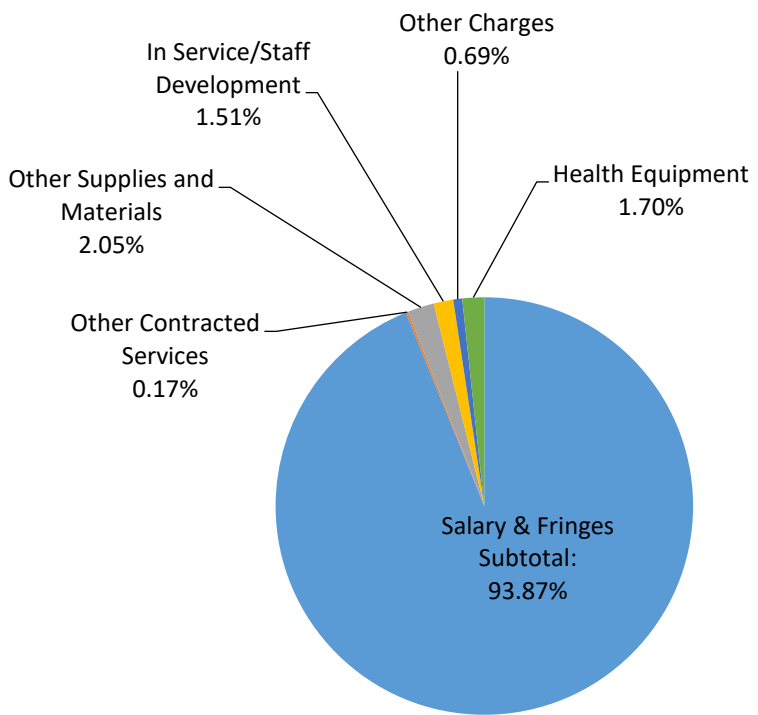


HEALTH SERVICES

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$579,299

Overview

GMSD is dedicated to improving the overall health of our students to assure academic and personal success. GMSD demonstrates its dedication by providing funding to support Tennessee's Coordinated School Health initiative by employing a School Health Supervisor. The School Health Supervisor works to develop programs to improve health-conscious opportunities such as; 7th/9th/ 11th grade CPR/AED certification, in and out of class physical activity, nutritional education, safe educational environments for all, increasing staff wellness, student health screenings, and community partnerships though out the city. In addition, GMSD provides funding for a full-time nurse at each school and a district lead nurse for additional medical support.

HEALTH SERVICES

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
105	Student Health Coordinator	0.75	74,843	70,194	70,963
131	School Nurses	7	330,420	301,332	298,043
189	Other Salaries & Wages		4,500	4,500	2,250
201	Social Security		25,405	23,228	21,046
204/217	State Retirement		37,484	34,613	34,518
206	Life Insurance		1,356	1,356	553
207	Medical Insurance		63,925	63,925	51,628
212	Medicare		5,942	5,432	4,922
Salary & Fringes Subtotal:		7.75	543,875	504,580	483,923
<i>Includes salaries and benefits for school nurses.</i>					
399	Other Contracted Services		1,000	1,000	1,000
499	Other Supplies and Materials		11,874	11,874	11,210
524	In Service/Staff Development		8,750	8,750	4,000
599	Other Charges		4,000	4,000	2,839
735	Health Equipment		9,800	9,800	3,000
Services Subtotal:			35,424	35,424	22,049
HEALTH SERVICES TOTAL:			579,299	540,004	505,972

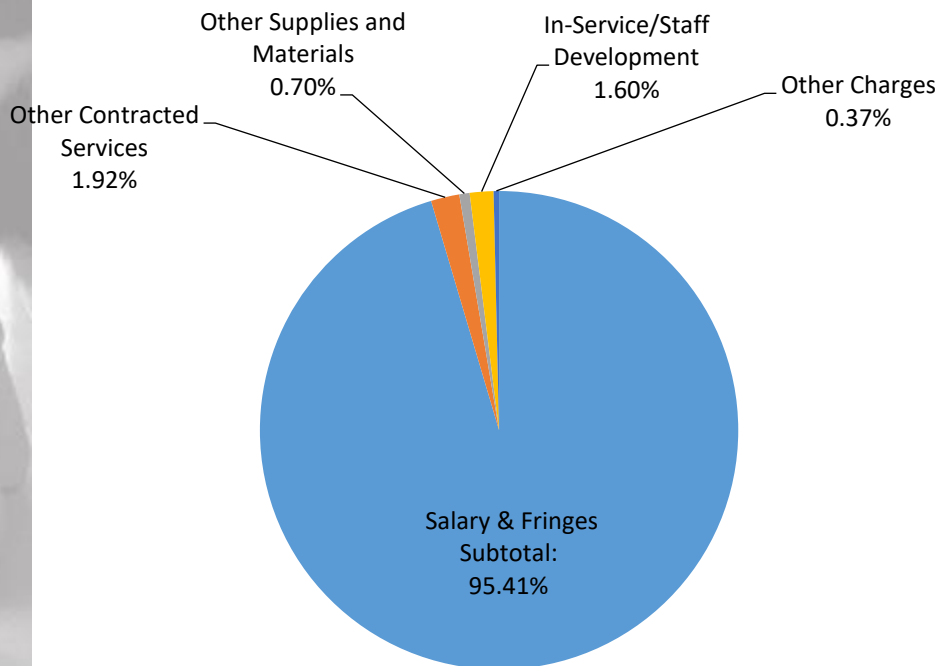


OTHER STUDENT SUPPORT/ GUIDANCE

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$1,660,175

Overview

The GMSD Other Student Support department is comprised of 14 School Counselors and 1 Counseling Intervention Specialist. Our school counselors receive local, state, and national professional development, to stay current with new programs that support student development. Houston Middle has received the Recognized ASCA Model Program (RAMP) designation and was honored at the American School Counselors Association conference in New Orleans, LA.

OTHER STUDENT SUPPORT/GUIDANCE

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
117	Career Ladder Program		3,000	3,000	3,000
123	Guidance Personnel	19	1,261,745	892,298	902,959
188	Instructional Responsibility		1,500	1,500	-
201	Social Security		78,507	55,601	52,326
204/217	State Retirement		110,037	92,370	89,894
206	Life Insurance		3,325	2,450	1,388
207	Medical Insurance		112,100	97,515	78,589
212	Medicare		18,361	13,004	12,238
Salary & Fringes Subtotal:		19	1,588,575	1,157,738	1,140,394
<i>Includes salaries and benefits for School Counselors in Elementary, Middle and High Schools to meet accreditation standards and Strategic Plan goals.</i>					
399	Other Contracted Services		30,000	30,000	5,253
499	Other Supplies and Materials		10,900	10,900	2,301
524	In-Service/Staff Development		25,000	25,000	16,422
599	Other Charges		5,700	1,500	971
790	Other Equipment			-	7,245
Services Subtotal:			71,600	67,400	32,192
OTHER STUDENT SUPPORT TOTAL:			1,660,175	1,225,138	1,172,586
<i>Includes cost of materials used and staff development costs.</i>					

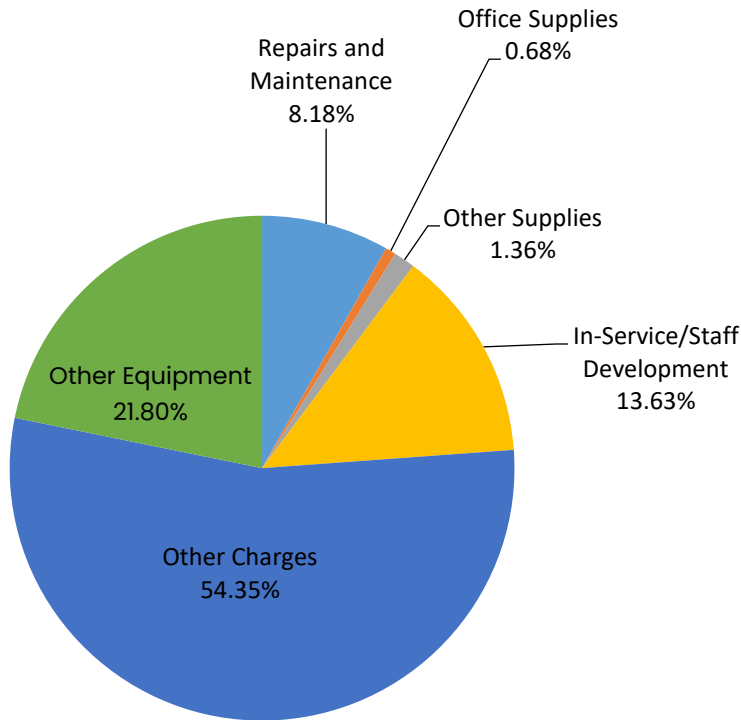


SCHOOL SAFETY

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$36,694

Overview

Each year school districts across the state are awarded Safe Schools Grants. These monies are used to increase school safety awareness as well as to purchase equipment to help GMSD students, faculties, and stakeholders feel safe while on campus. In recent years, we have used a portion of the grant to upgrade and/or replace the security cameras on the exterior and interior of each campus. We have recognized that cell phone coverage is inconsistent on our campuses and realize that phone communications are an essential part of any emergency plan. Each year our School Resource Officer Supervisor attends a national conference where school systems across the nation listen to real life emergency preparedness events and participate in round table discussions to identify programs and procedures that we may be able to implement in GMSD.

SCHOOL SAFETY

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
336	Repairs and Maintenance	3,000	3,000	-
435	Office Supplies	250	250	250
499	Other Supplies	500	500	504
524	In-Service/Staff Development	5,000	5,000	4,168
599	Other Charges	19,944	21,944	21,101
790	Other Equipment	8,000	8,000	9,698
SCHOOL SAFETY TOTAL:		36,694	38,694	35,721

Includes cost of employee badges and visitor identification system for all schools.

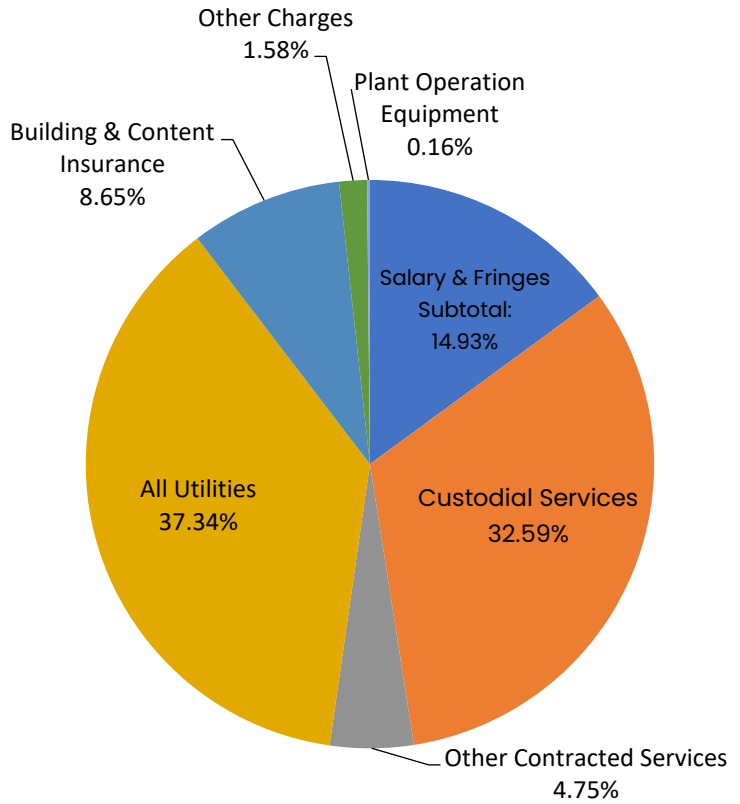


OPERATION OF PLANT

Department of Operations

Josh Cathey

Deputy Superintendent



\$3,160,988

Overview

Included in this budget are plant manager salaries and fringes, custodial contract, daily trash and recycling collection, monthly elevator maintenance and inspection, security and monitoring contract, TOSHA/OSHA inspections, landscaping contract, light gas and water utility payments, property insurance, pest control contract, and weed control/fertilization.

OPERATION OF PLANT

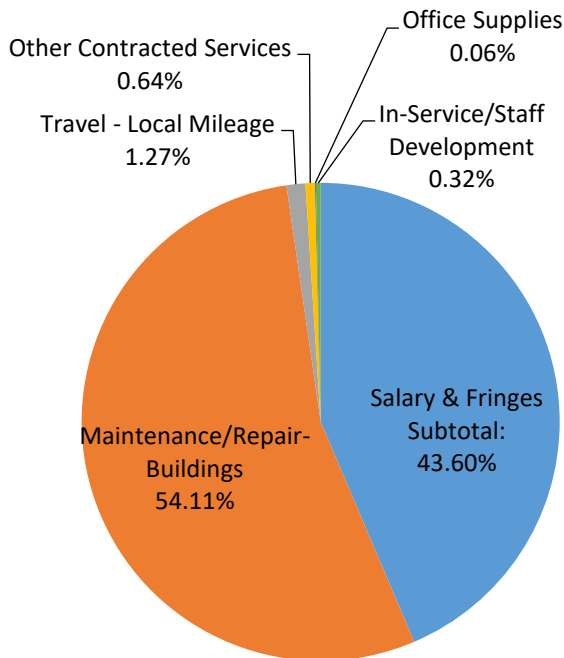
Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
166	Custodial Wages	0	6,000	-	86,858
167	Plant Managers	6	350,287	341,931	315,952
201	Social Security		22,090	20,784	22,863
204/217	State Retirement		32,402	30,170	34,417
206	Life Insurance		900	900	647
207	Medical Insurance		55,998	55,998	48,874
212	Medicare		5,079	4,861	5,347
Salary & Fringes Subtotal:		6	472,756	454,644	514,958
<i>Includes salaries and benefits for personnel in Plant Operations.</i>					
328	Custodial Services		1,030,000	850,000	826,527
399	Other Contracted Services		150,000	150,000	110,329
415	All Utilities		1,180,000	1,180,000	977,203
502	Building & Content Insurance		273,232	273,232	231,978
599	Other Charges		50,000	50,000	35,724
720	Plant Operation Equipment		5,000	5,000	-
Services Subtotal:			2,688,232	2,508,232	2,181,761
OPERATION OF PLANT TOTAL:			3,160,988	2,962,876	2,696,719
<i>Includes costs for all utilities, trash pickup, out-sourcing cleaning, materials and supplies, environmental monitoring, security system maintenance, elevator maintenance, building insurance, and equipment needed to maintain cleanliness of buildings and grounds.</i>					

MAINTENANCE OF PLANT

Department of Operations

Josh Cathey

Deputy Superintendent



\$1,571,963

Overview

Included in this budget are Operations department salaries and fringes, all maintenance of buildings including plumbing, electrical, roofing, HVAC, carpentry, locksmith, grease trap cleanings, security alarm system maintenance/inspections, fire alarm system maintenance/inspections, fire extinguisher maintenance/inspections, fire sprinkler system maintenance/inspections, AHERA asbestos plans, and many other trades, including School Dude maintenance software.

This budget allows the district to stay operational on a day-to-day basis. This maintenance software allows the department to see problem areas, maintenance staffing needs, and to prioritize capital improvement projects by providing data on the number of work orders received from a specific building or priority area.

MAINTENANCE OF PLANT

<u>Acct</u>	<u>Description</u>	FY 2023	FY 2023	FY 2022	FY 2021
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Director	1	132,048	125,680	121,800
161	Secretaries	1	68,600	51,359	50,365
167	Maintenance Personnel	4	334,932	289,890	288,365
201	Social Security		33,206	28,734	26,936
204/217	State Retirement		48,802	43,313	42,231
206	Life Insurance		1,500	1,500	733
207	Medical Insurance		59,109	59,109	37,956
212	Medicare		7,766	6,720	6,300
Salary & Fringes Subtotal:		6	685,963	606,305	574,686

Includes salaries and benefits for personnel in the School Plant Maintenance Department (building repairs, heating and air conditioning, plumbing, electrical, glass, roof, door locks and hardware, ground maintenance, etc.)

335	Maintenance/Repair-Buildings		850,000	800,000	797,091
355	Travel - Local Mileage		20,000	20,000	8,442
399	Other Contracted Services		10,000	10,000	7,881
435	Office Supplies		1,000	1,000	379
524	In-Service/Staff Development		5,000	5,000	423
Services Subtotal:			886,000	836,000	814,216
MAINTENANCE OF PLANT TOTAL:			1,571,963	1,442,305	1,388,902

Includes costs for materials and supplies to repair and maintain facilities and equipment necessary to perform such functions.

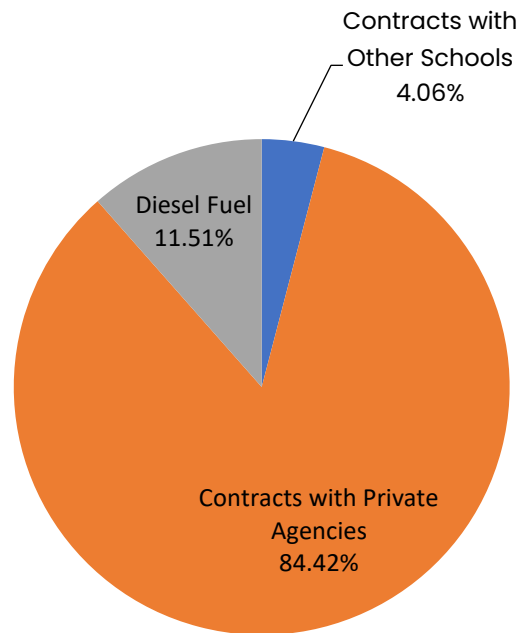


TRANSPORTATION

Department of Operations

Josh Cathey

Deputy Superintendent



\$1,954,445

Overview

Included in this budget are all costs associated with transportation, including our transportation contract with Durham, diesel fuel, software, and personnel.

TRANSPORTATION

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
311	Contracts with Other Schools	79,445	89,351	51,442
312	Contracts with Private Agencies	1,650,000	1,750,000	1,419,504
412	Diesel Fuel	225,000	200,000	128,074
		<hr/>	<hr/>	<hr/>
	Services Subtotal:	1,954,445	2,039,351	1,599,020
		<hr/>	<hr/>	<hr/>
	TRANSPORTATION TOTAL:	1,954,445	2,039,351	1,599,020

Includes bus transportation support costs for contracted transportation services, shared overhead services, and fuel costs.

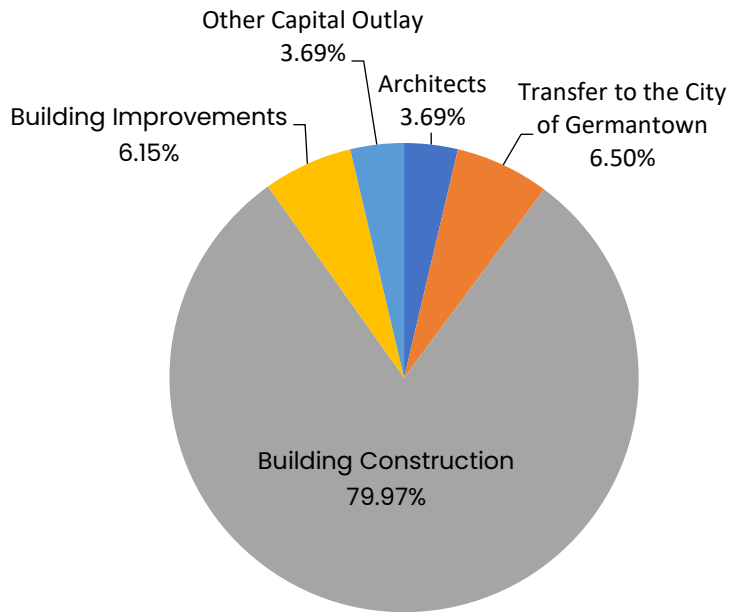


REGULAR CAPITAL OUTLAY

Department of Operations

Josh Cathey

Deputy Superintendent



\$8,128,225

Overview

Included in this budget are architect and engineering fees, payments to the City of Germantown totaling \$526,437 for bond debt for the Riverdale Addition (year 5 of 30) and District Office (year 3 of 12), \$200,000 contribution to the Houston High Arts and Athletics Foundation for the HHS Field House Project (year 4 of 5), \$180,000 for modular lease payments for modular classrooms at Farmington and Dogwood, and all other operating dollars to address capital improvement projects large and small throughout the District.

REGULAR CAPITAL OUTLAY

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
304	Architects	300,000	300,000	162,041
590	Transfer to the City of Germantown	528,225	526,437	528,068
706	Building Construction	6,500,000	500,000	166,462
707	Building Improvements	500,000	500,000	2,362,443
799	Other Capital Outlay	<u>300,000</u>	<u>262,598</u>	<u>495,288</u>
	REGULAR CAPITAL OUTLAY TOTAL:	8,128,225	2,089,035	3,714,302

Includes costs for projects of a long-term nature to maintain or improve school facilities, as well as the architect, consultant, and engineering costs associated with larger projects and projects where code enforcement requires professional architecture or engineering plans.



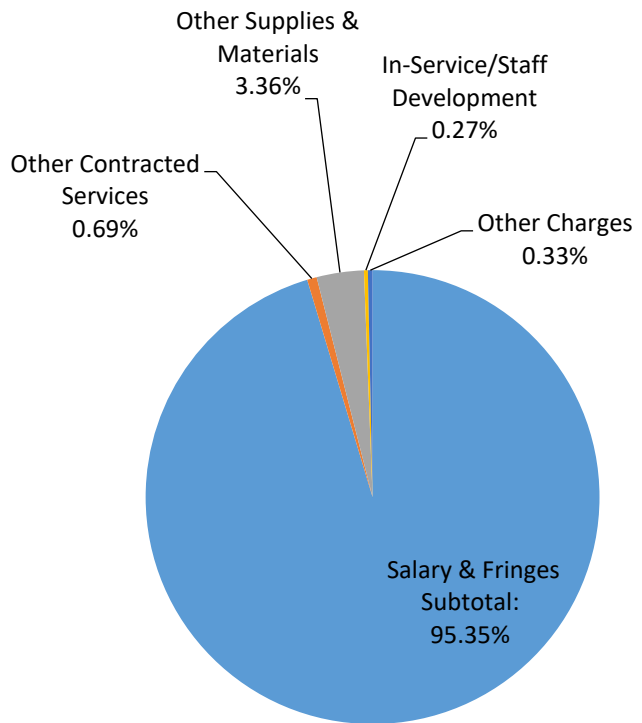
OFFICE OF THE PRINCIPAL

Operations

Josh Cathey

Deputy Superintendent

\$4,376,383



Overview

Germantown Municipal Schools recognizes that the achievement of the district's strategic plan can only be accomplished through school leadership who shape school-level culture that supports GMSD's visions and missions.

The majority of this budget encompasses the salaries of principals, assistant principals, and office staff at each school campus.

There are some monies allocated for professional development training sessions and for travel expenses.

OFFICE OF PRINCIPAL

<u>Acct</u>	<u>Description</u>	FY 2023	FY 2023	FY 2022	FY 2021
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
104	Principals & Vice Principals	8.00	923,011	794,122	780,555
117	Career Ladder		11,000	11,000	7,000
139	Assistant Principals	16.00	1,441,122	1,304,993	1,289,983
161	School Secretaries	7.50	287,849	253,159	256,072
162	Clerical Personnel	17.00	606,088	510,737	480,368
189	Other Salaries- Lunch Room Monitors	4.00	35,386	36,481	58,194
201	Social Security		204,876	179,485	167,346
204/217	State Retirement		292,361	287,772	275,095
206	Life Insurance		12,125	11,375	4,365
207	Medical Insurance		311,150	293,450	237,903
212	Medicare		47,915	41,976	39,138
Salary & Fringes Subtotal:		52.50	4,172,883	3,724,550	3,596,019
<i>Includes salaries and benefits for school principals, school administration, school clerical and school lunchroom monitors.</i>					
399	Other Contracted Services		30,000	30,000	25,000
499	Other Supplies & Materials		147,000	147,000	147,001
524	In-Service/Staff Development		12,000	12,000	456
599	Other Charges		14,500	14,500	13,700
Services Subtotal:			203,500	203,500	186,157
OFFICE OF PRINCIPAL TOTAL:			4,376,383	3,928,050	3,782,176
<i>Includes costs associated with operation of schools including BEP funds allocated to individual school operations.</i>					

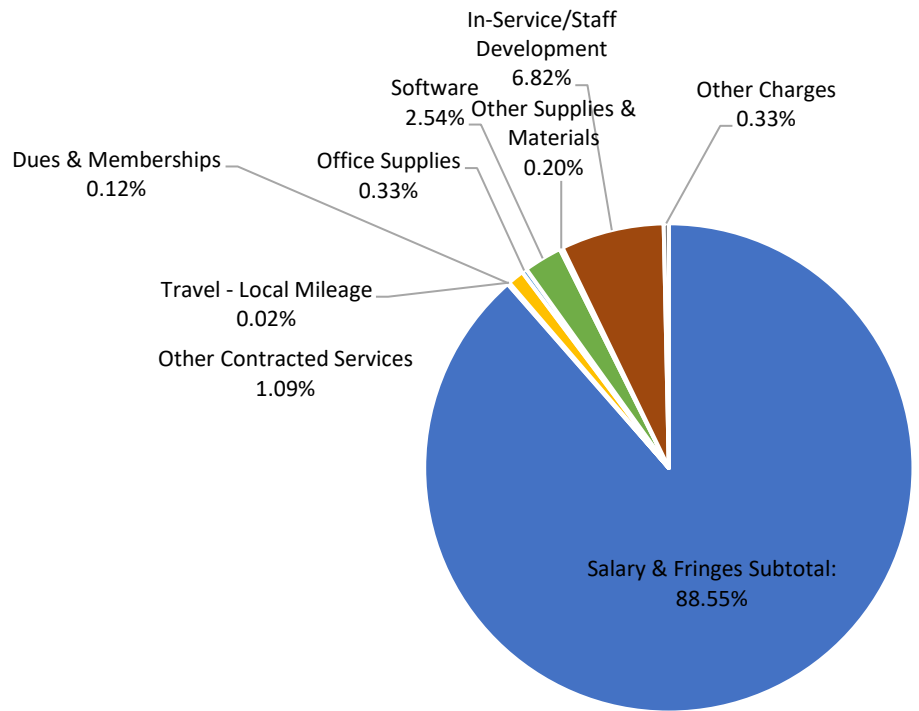


HUMAN RESOURCES

Department of Human Resources

Elissa Stratton

Executive Director of Human Resources



Overview

The Department of Human Resources Budget includes the salaries of an Executive Director, a Human Resources Supervisor, and Human Resources and Benefits Specialists. This department recruits, retains, and develops exemplary staff through employee relations programs. Human Resources also works to develop a competitive, comprehensive benefits package and works with staff in selecting benefits that best meet their differentiated needs during the open enrollment process.

HUMAN RESOURCES

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
105	Directors/Supervisors	2	223,331	208,261	202,174
161	Human Resources Specialist	1.5	109,657	70,331	68,600
162	Benefits Specialist	1	89,638	68,951	67,274
201	Social Security		26,203	21,125	20,022
204/217	State Retirement		37,842	33,320	38,098
206	Life Insurance		1,125	1,000	540
207	Medical Insurance		31,500	28,000	23,030
212	Medicare		6,128	4,941	4,683
299	Other Fringe Benefits		5,000	5,000	-
Salary & Fringes Subtotal:		4.5	530,424	440,929	424,421

Includes salaries and benefits for Human Resources. Other fringe benefits include costs for employee assistant program, physicals, drug testing, and other pre-employment costs.

320	Dues & Memberships		720	720	-
355	Travel - Local Mileage		100	100	-
399	Other Contracted Services		6,500	6,500	5,460
435	Office Supplies		2,000	2,000	990
471	Software		15,200	15,200	11,004
499	Other Supplies & Materials		1,200	1,200	-
524	In-Service/Staff Development		40,815	40,815	29,552
599	Other Charges		2,000	2,000	1,582
Services Subtotal:			68,535	68,535	48,588
HUMAN RESOURCES TOTAL:			598,959	509,464	473,009

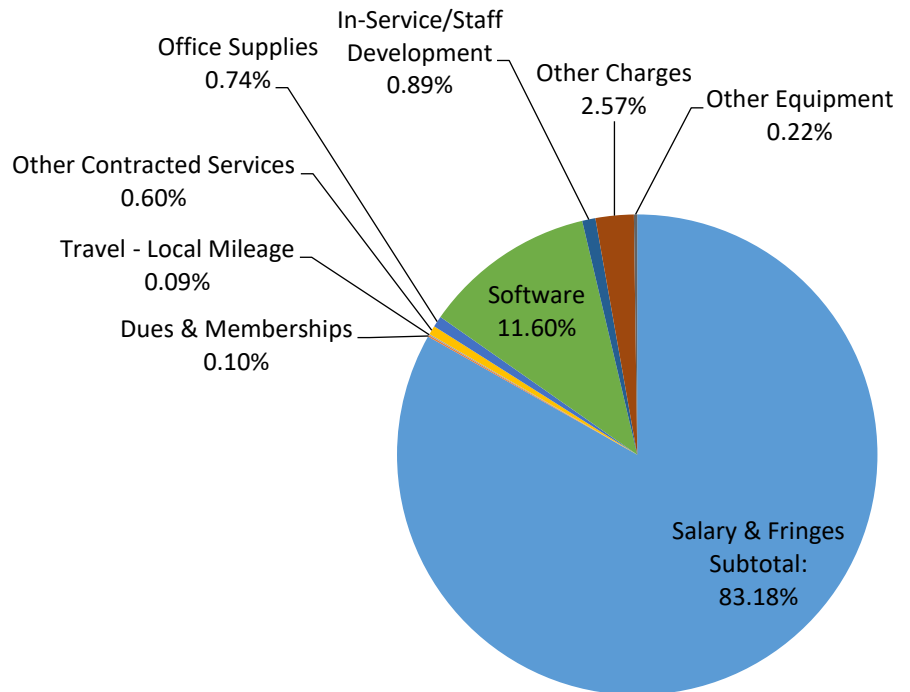
Includes costs associated with Human Resource department.



FISCAL SERVICES

Kevin Jones

Chief Financial Officer



\$673,354

Overview

The Finance Department is responsible for processing payroll, paying vendors, preparing financial reports for the Board and for the TN Department of Education, developing budgets, processing grant and federal program reimbursements and cash receipts, accounting for fixed assets and construction projects, assisting staff with procuring goods and services, assisting school financial secretaries with financial reporting processes and compliance, providing staff technical assistance with Skyward systems development, and working with SFE who administers the school nutrition program. The Finance Department processes annually approximately 15,000 vendor payments and payroll direct deposits.

FISCAL SERVICES

<u>Acct</u>	<u>Description</u>	FY 2023 <u>PERS</u>	FY 2023 <u>Budget</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Actual</u>
105	Directors/Specialists	1.00	129,225	125,710	108,439
119	Accounting Specialists	2.50	205,611	174,448	173,832
122	Purchasing Personnel	1.00	29,534	58,366	50,475
161	Assistant	1.00	71,600	62,593	60,488
201	Social Security		27,030	25,597	22,675
204/217	State Retirement		40,327	37,157	34,229
206	Life Insurance		1,375	1,375	609
207	Medical Insurance		49,280	49,280	40,409
212	Medicare		6,322	5,986	5,303
Salary & Fringes Subtotal:		6	560,304	540,512	496,459

Includes salaries and benefits for CFO, School Accounting, Purchasing, Accounts Payable and Payroll department personnel.

320	Dues & Memberships		700	700	358
355	Travel - Local Mileage		600	600	-
399	Other Contracted Services		4,000	4,000	-
435	Office Supplies		5,000	5,000	3,316
471	Software		78,000	68,000	53,488
524	In-Service/Staff Development		6,000	6,000	1,152
599	Other Charges		17,250	17,250	13,833
790	Other Equipment		1,500	1,500	231
Services Subtotal:			113,050	103,050	72,378
FISCAL SERVICES TOTAL:			673,354	643,562	568,837

Includes costs for the new business software implemented.

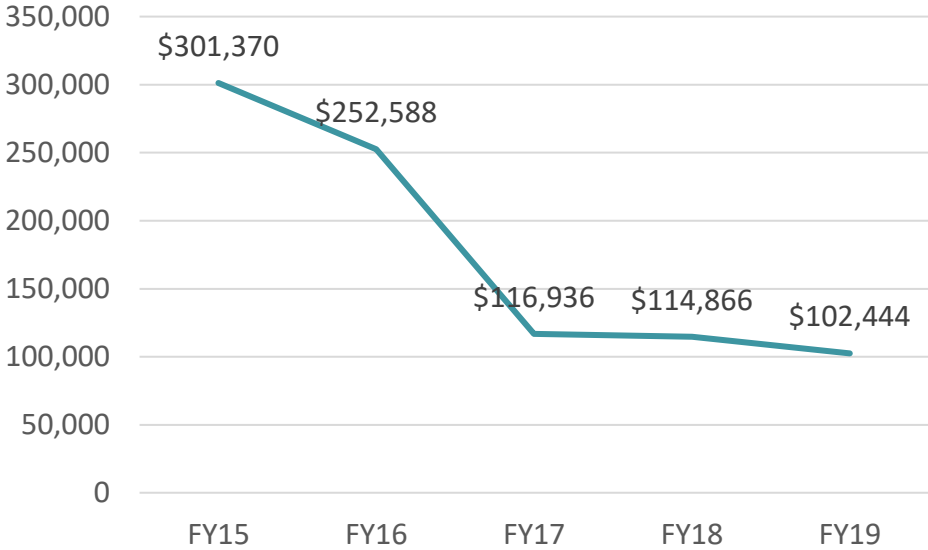
CAFETERIA (TRANSFERS)

Kevin Jones

Chief Financial Officer

In October of 2015, Germantown Municipal School District outsourced its cafeteria operations. The transition has resulted in the cafeteria operations steadily moving towards a financially self-sustaining program.

Decrease in Cafeteria Transfers



Overview

This budget category, labeled as 'Transfers Out', accounts for the total transfers from the district to the cafeteria fund. The District previously budgeted \$100,000 should any unexpected shortfall or expenditures occur. For FY23, that transfer has been eliminated due to reserves established in the Cafeteria fund.

TRANSFERS OUT

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
590	Transfers to Other Funds	-	100,000	-
TRANSFERS OUT TOTAL:		-	100,000	-

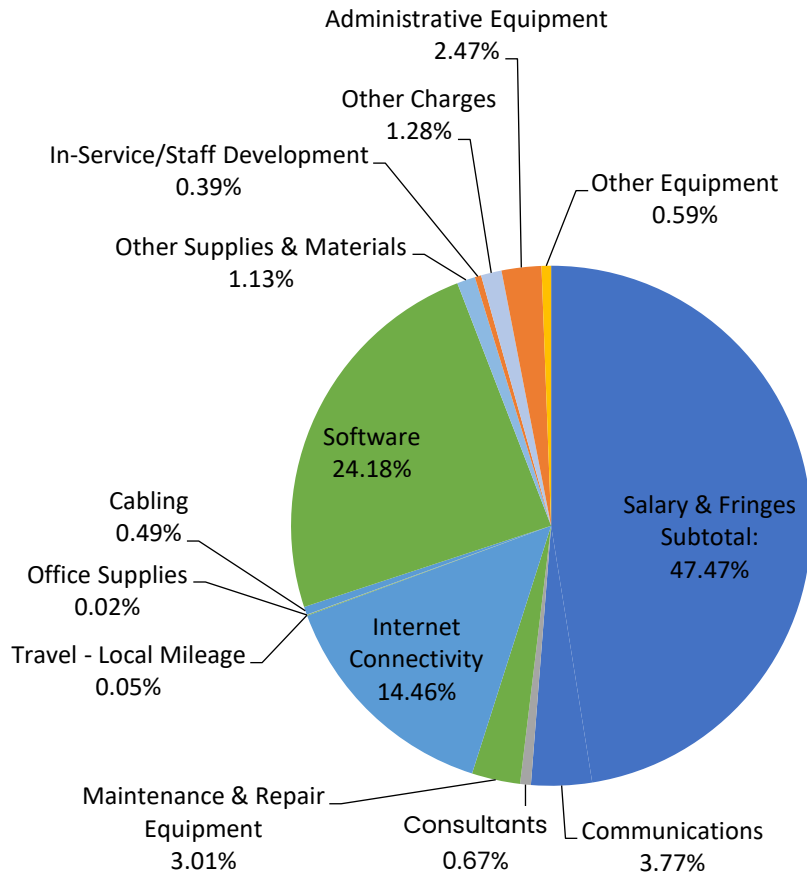
Includes transfers made to the Cafeteria Fund to compensate for any shortfall.



DEPARTMENT OF TECHNOLOGY

Josh Cathey

Deputy Superintendent



\$2,042,369

Department Overview

The Germantown Municipal School District is committed to providing students with a 21st Century Classroom environment to better prepare them for their future careers in a technology rich society. The Technology Department provides and supports communication tools that connect students and teachers in digital platforms and also give parents up to date information on classroom assignments, grades, attendance, etc. These tools include the district's student information system (Skyward), the district's notification system (Skylert), the learning management system (Schoology) and the district website. In addition to communication tools, our department provides and supports devices that enhance digital learning, improves computer skills, and helps make instruction seamless from school to home.

TECHNOLOGY

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
105	Supervisor	1	102,088	112,046	108,695
120	Computer Programmers	6	409,624	378,062	355,102
162	Clerical Personnel	1	41,570	39,401	39,032
189	Other Salaries & Wages	2	181,063	169,621	112,530
201	Social Security		45,529	42,956	37,142
204/217	State Retirement		67,927	62,355	53,207
206	Life Insurance		2,500	2,500	921
207	Medical Insurance		102,920	102,920	55,059
212	Medicare		10,648	10,046	8,686
Salary & Fringes Subtotal:		10	963,869	919,906	770,374

Includes salaries and benefits for administrative and instructional support technology positions.

307	Communications		90,400	81,600	81,691
308	Consultants		13,500	13,500	7,973
336	Maintenance & Repair Equipment		61,000	61,000	132,834
350	Internet Connectivity		293,000	291,000	190,696
355	Travel - Local Mileage		1,000	1,000	116
399	Other Contracted Services		-	-	95,172
435	Office Supplies		500	500	161
470	Cabling		10,000	10,000	9,181
435	Software		490,100	448,000	410,632
499	Other Supplies & Materials		23,000	22,000	18,651
524	In-Service/Staff Development		8,000	8,000	5,893
599	Other Charges		26,000	10,000	21,412
701	Administrative Equipment		50,000	46,000	103,902
790	Other Equipment		12,000	12,000	7,344
Services Subtotal:			1,078,500	1,004,600	1,085,658
TECHNOLOGY TOTAL:			2,042,369	1,924,506	1,856,032

Includes costs for all telephone and internet charges, computers, software, and equipment.

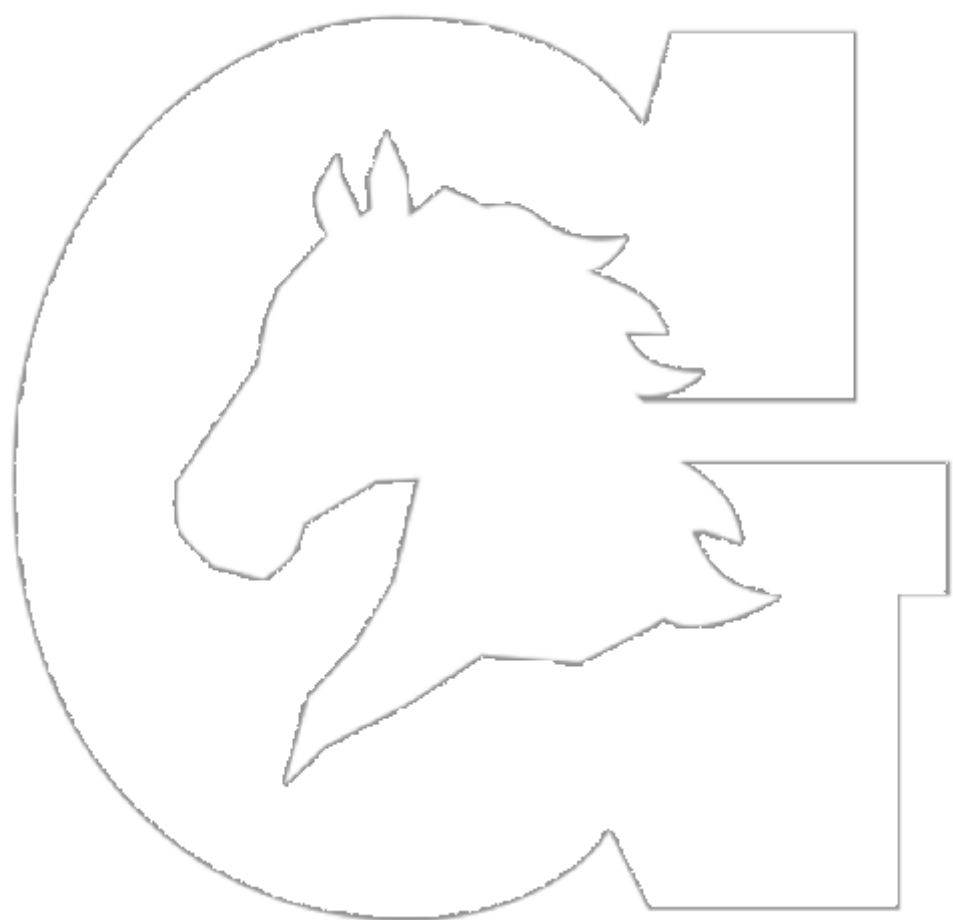


BLENDED LEARNING PROGRAM

Program Overview

The Germantown Municipal School District strives to develop students, who are responsible in their use of technology, can use technology advantageously as a communication and presentation device, and can stay current with creative opportunities. In accordance with this, schools has transitioned to blended classrooms and the use of 1:1 devices for all students grades 6-12 and 1:2 devices for all students grades K-5 (7,800 devices). This also includes providing laptops to staff and students who will enroll in our fully online school in FY22. Blended Learning is an aggressive model that has required a substantial financial investment. It has also required a substantial infrastructure investment around capacity and cybersecurity.

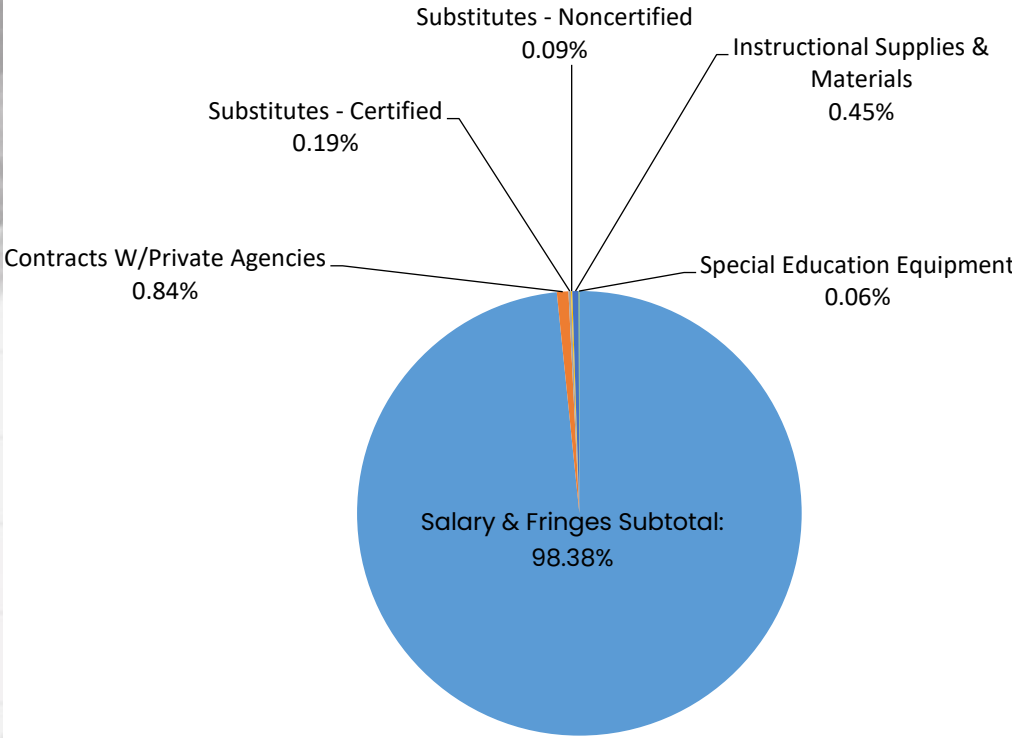
The district continues to place a large emphasis on cybersecurity and students' digital safety by incorporating an active student email monitoring system which scans files in students' web-based GoogleDrive storage. This system scans for inappropriate material, instances of cyberbullying, and incorporates an instant alert reporting system that students can use to share their own concerns about school safety (including bullying, planned fights, students in crisis, threats of violence, weapons brought to school, etc.). Trained professionals monitor this system 24/7/365 and alert district-appointed personnel.





SPECIAL EDUCATION INSTRUCTION

Department of Exceptional
Student Education



\$5,379,975

Overview

This function holds all SPED teachers, assistants, speech language pathologists, Board-Certified Behavior Analysts, and contracting services for vision and speech. Instructional Supplies and Materials include teacher discretionary funds. Special education equipment purchases ranged from standers to assistive technology devices.

SPECIAL EDUCATION PROGRAM

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
116	Teachers	40	2,437,208	2,152,420	2,137,606
117	Career Ladder Program		10,000	10,000	5,000
128	Homebound Teachers	1	66,714	-	8,952
163	Educational Assistants	33	934,888	841,221	819,215
171	Therapists (Speech)	10	626,233	499,048	502,521
188	Instructional Responsibility		122,000	122,000	137,061
201	Social Security		260,217	224,731	209,330
204/217	State Retirement		369,958	362,407	348,397
206	Life Insurance		14,700	13,825	5,424
207	Medical Insurance		390,000	365,000	355,028
212	Medicare		60,857	61,071	48,956

Salary & Fringes Subtotal:	84	5,292,775	4,651,723	4,577,490
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Includes salaries and benefits for teachers, speech therapists, and classroom assistants used in Special Education classes. Includes homebound teachers who go to individual students' homes if they are unable to attend school because of illness or hospitalization.

312	Contracts W/Private Agencies		44,900	42,000	32,711
369	Substitutes - Certified		10,000	10,000	232
370	Substitutes - Noncertified		5,000	5,000	5,000
429	Instructional Supplies & Materials		24,300	24,300	19,997
725	Special Education Equipment		3,000	5,900	827

Services Subtotal:		87,200	87,200	58,767
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SPECIAL EDUCATION TOTAL:		5,379,975	4,738,923	4,636,257
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Includes contracts for services provided by private agencies for services (such as hearing impaired and visually impaired) that cannot be provided in a cost-efficient manner by the District and the cost of instructional materials and supplies, and equipment used to provide Special Education services.

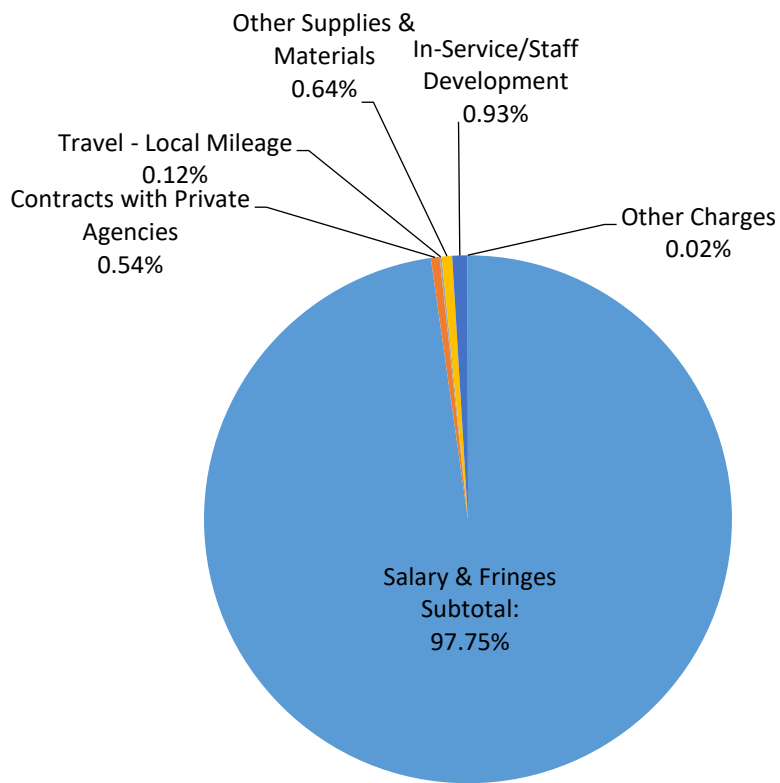


SPECIAL EDUCATION SUPPORT

Department of Exceptional Student Education

Sarah Huffman

Assistant Superintendent, Exceptional Student
Education



\$2,044,015

Overview

This budget includes positions that are not common in many systems across the state: clericals assigned specifically to SPED only. These clericals work to schedule meetings, keep paperwork in compliance and assist in parent communication. Occupational and physical therapists and testing, evaluation materials are also included.

SUPPORT: SPECIAL EDUCATION

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
105	Supervisors/Coordinators	2.61	280,324	258,173	252,534
117	Career Ladder Program		-	1,000	-
124	Psychological Personnel	5.00	413,960	228,941	230,300
131	Medical Personnel (OT/PT)	5.00	347,260	317,519	316,907
161	Assistant	1.00	68,600	60,725	60,065
162	Clerical Personnel	6.00	230,280	202,401	201,762
189	Other Salaries	3.00	250,986	202,833	229,556
201	Social Security		98,667	78,451	75,859
204/217	State Retirement		145,636	117,081	112,542
206	Life Insurance		5,828	5,328	1,927
207	Medical Insurance		133,399	121,599	102,740
212	Medicare		23,075	18,347	17,741
Salary & Fringes Subtotal:		22.61	1,998,015	1,612,398	1,601,933

Includes salaries and benefits for directors, supervisors, psychologists, occupational and physical therapists, Central Office clerical personnel as well as clerical personnel located at every elementary, middle, and high school.

312	Contracts with Private Agencies		11,000	-	-
355	Travel - Local Mileage		2,500	2,500	2,424
399	Other Contracted Services		-	10,000	9,274
499	Other Supplies & Materials		13,000	13,000	12,997
524	In-Service/Staff Development		19,000	19,000	1,984
599	Other Charges		500	500	495
Services Subtotal:			46,000	45,000	27,174
SUPPORT: SPECIAL EDUCATION TOTAL:			2,044,015	1,657,398	1,629,107

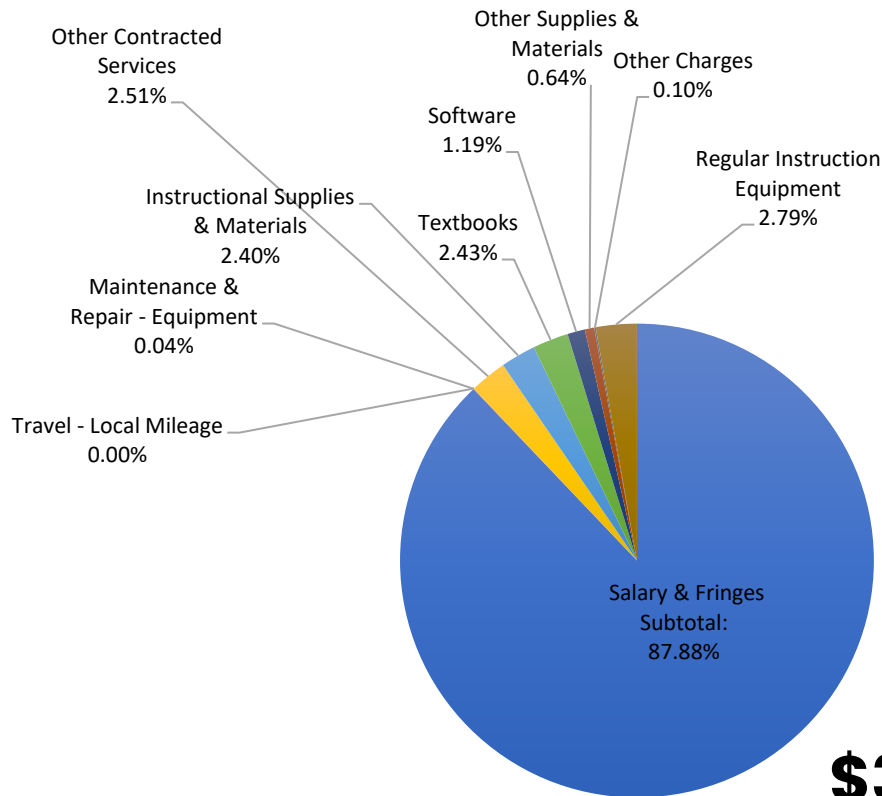
Includes support for Special Education Department for consultation, travel - local mileage for special education personnel using personal vehicles in the performance of their job, in-service and staff development. Includes specialized supplies, materials, and evaluations used with special populations.

REGULAR INSTRUCTION PROGRAM

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment



\$31,442,020

Overview

The Regular Education Program includes activities that provide students in grades K through 12 with learning experiences to provide them with Engaging, Challenging and Innovative academics. This encompasses academics, technology integration, career and technical education, fine arts and athletics. Within this budget, salaries, textbooks, equipment, instructional supplies and materials, TV and media equipment, and other costs are used to ensure academic programming that differentiates to meet the various learning styles of our students. GMSD is recognized as a TN Advancing District where the focus is on the instructional needs of all students. GMSD teachers are highly effective and successfully implement curriculum such as Wit and Wisdom, McGraw Hill, HMH, Eureka Math, Saxon Phonics, Discovery Education, Dual Enrollment, Advanced Placement and other programs to support a rigorous academic experience.. The district offers strings instruction from elementary to high school and has a state-of- the-art television studio. Students are able to take advantage of a technology-rich environment, which includes the blended learning model for all students in grades 6-12 .

REGULAR INSTRUCTION PROGRAM

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
116	Teachers	326.00	20,928,175	19,494,643	19,906,064
117	Career Ladder		66,000	66,000	58,500
127	Extended Contracts		25,000	25,000	7,769
140	Coaching and Other Supplements		320,800	279,700	252,017
163	Educational Assistants	29.00	709,021	658,725	726,409
188	Instructional Responsibility		66,000	66,000	62,508
201	Social Security		1,371,130	1,276,584	1,220,415
204/217	State Retirement		1,925,763	2,112,213	2,063,960
206	Life Insurance		62,125	62,650	31,696
207	Medical Insurance		1,840,440	1,855,824	1,925,963
212	Medicare		320,667	298,556	285,581
	Salary & Fringes Subtotal:	355.00	27,635,121	26,195,895	26,540,882

Includes personnel and benefits for teachers and classroom assistants. Career Ladder is a State funded initiative for veteran teachers and administrators.

336	Maintenance & Repair - Equipment		12,000	12,000	8,931
355	Travel - Local Mileage		1,500	1,500	539
399	Other Contracted Services		789,315	702,430	412,003
429	Instructional Supplies & Materials		753,200	764,400	639,316
449	Textbooks		765,000	500,000	390,389
471	Software		375,000	350,000	224,749
499	Other Supplies & Materials		202,000	169,200	171,877
599	Other Charges		32,384	25,384	25,394
722	Regular Instruction Equipment		876,500	318,000	1,622,076
	Services Subtotal:		3,806,899	2,842,914	3,495,274
	REGULAR INSTRUCTION TOTAL:		31,442,020	29,038,809	30,036,156

Includes costs for textbooks, materials and supplies and instructional equipment provided to the schools.



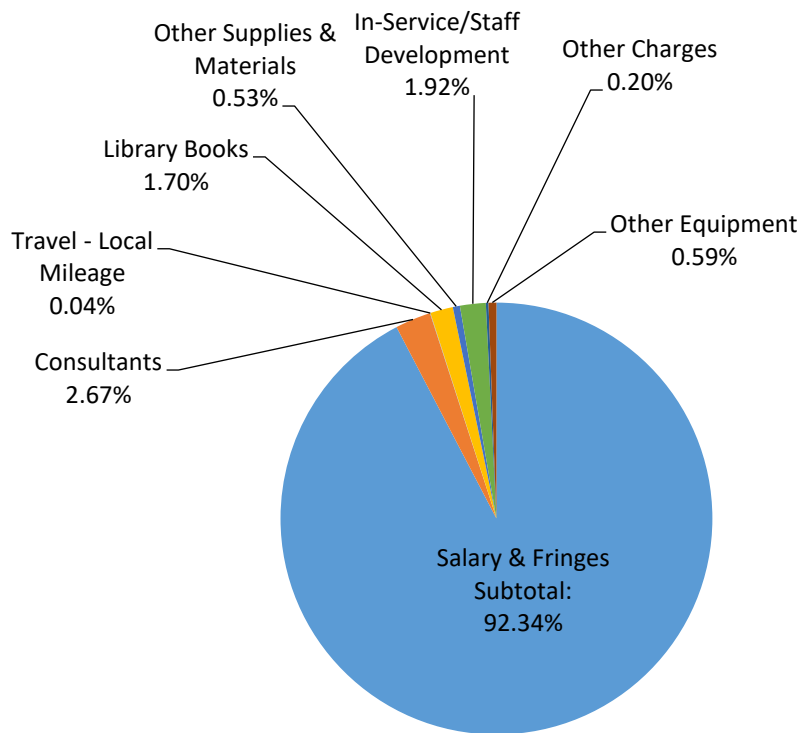


REGULAR INSTRUCTION SUPPORT

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment



\$2,548,455

Overview

Regular Education Instructional Support includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, in-service/professional learning, etc. Within this budget, personnel includes instructional supervisors, an Executive Director of Teaching, Learning, and Assessment, Librarians, Audiovisual Personnel, Education Media Personnel, Instructional Computer Personnel, Clerical Personnel, Educational Assistants, and in-service training.

SUPPORT: REGULAR INSTRUCTION

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
105	Directors/Supervisors	6.00	702,083	711,384	584,001
117	Career Ladder Program		3,000	3,000	2,000
129	Librarians	7.00	464,347	418,675	420,440
136	Audiovisual Personnel	1.00	75,668	74,666	72,767
137	Education Media Personnel	1.00	65,063	74,113	72,235
138	Instructional Computer Personnel	6.00	396,271	233,111	226,361
161	Secretary	1.00	68,600	58,366	57,100
163	Ed/Library Assistant	2.50	51,456	47,690	43,962
188	Instructional Responsibility		1,500	1,500	1,500
189	Other Salaries & Wages	1.00	66,710	61,918	61,704
201	Social Security		113,335	99,479	89,712
204/217	State Retirement		165,141	153,510	147,272
206	Life Insurance		6,375	6,425	2,396
207	Medical Insurance		147,500	148,500	139,074
212	Medicare		26,506	23,265	20,981
Salary & Fringes Subtotal:		25.50	2,350,604	2,115,602	1,941,505

Includes salaries and benefits for the Department of Curriculum Directors and Supervisors as well as clerical staff at the Central Office and individual school librarians and library assistants.

308	Consultants		68,000	43,000	-
355	Travel - Local Mileage		1,000	1,000	-
432	Library Books		43,400	43,400	33,370
499	Other Supplies & Materials		13,500	19,500	12,871
524	In-Service/Staff Development		49,000	49,000	31,663
599	Other Charges		5,000	5,000	8,816
722	Regular Instruction Equipment		-	-	25,563
790	Other Equipment		15,000	15,000	42,014
Services Subtotal:			194,900	175,900	154,297
SUPPORT: REGULAR INSTRUCTION TOTAL:			2,548,455	2,291,502	2,095,802

Includes costs for library books used in schools for replacement and additional books to address enrollment growth and meet educational standards. Includes costs for mileage for Central Office personnel using personal vehicles in the performance of their job and travel to conferences.



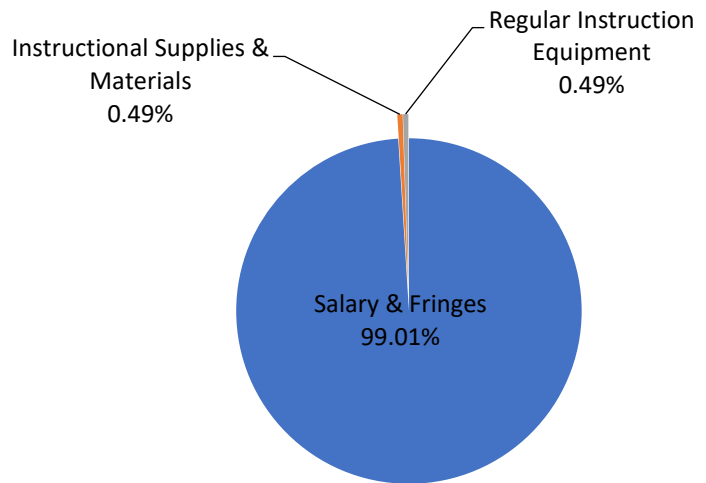


ALTERNATIVE SCHOOL PROGRAM

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment



\$404,696

Overview

Alternative Schools Program is an instruction program designated for students who consistently exhibit behavior that is disruptive to the learning process. This program may also serve at-risk youth or students who have a medical need for an alternative learning environment. Included in this budget are the activities of aides or classroom assistants, teachers, or social workers. The major expenditures for GMSD include teachers, a social worker, homebound instruction, contracts with local agencies for healthcare, and supplies and materials.

ALTERNATIVE EDUCATION PROGRAM

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
116	Teachers	2	145,338	134,261	134,552
117	Career Ladder		1,000	1,000	-
128	Homebound Teachers	1	77,624	15,000	3,690
130	Social Worker	1.0	65,422	63,071	63,296
163	Educational Assistants	1	28,474	25,133	18,750
201	Social Security		19,707	14,785	12,957
204/217	State Retirement		28,147	23,415	21,990
206	Life Insurance		875	700	340
207	Medical Insurance		29,500	23,600	13,535
212	Medicare		4,609	3,458	3,030
Salary & Fringes Subtotal:		5	400,696	304,423	272,140
429	Instructional Supplies & Materials		2,000	2,000	-
722	Regular Instruction Equipment		2,000	2,000	-
			-		
Services Subtotal:			4,000	4,000	-
ALTERNATIVE EDUCATION TOTAL:			404,696	308,423	272,140

Includes salaries and fringe benefits for teachers and contracts with outside providers for alternative school academic and counseling programs.



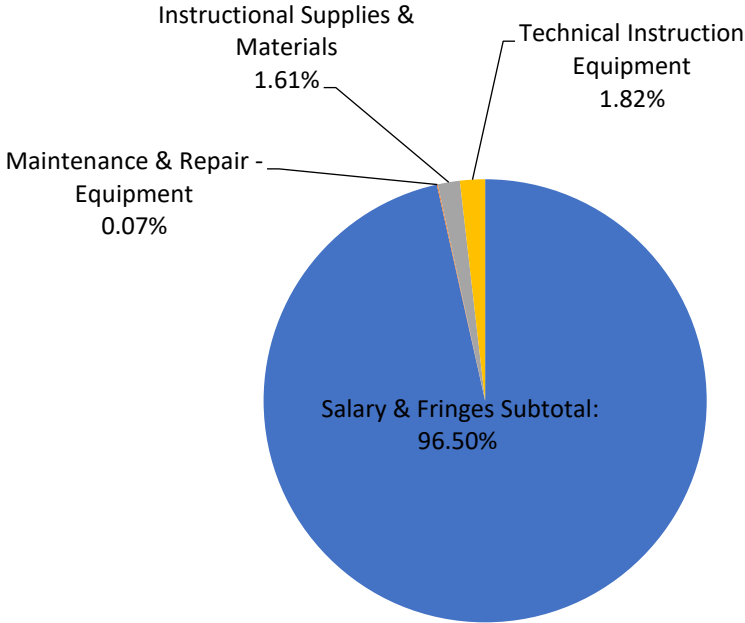
CAREER AND TECHNICAL ED PROGRAM

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment

\$1,370,381



Overview

The Vocational Education Instructional Program includes instructional activities that provide students with the opportunity to develop knowledge, skills, and attitudes needed for employment in an occupational area. Activities include training both in the classroom and in a supervised work environment. Our Career and Technical Education (CTE) offers programs that align with our area high-demand occupations and provide Early Postsecondary Opportunities for our students who are on the college or career pathway.

CAREER & TECHNICAL EDUCATION PROGRAM

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
116	Teachers	16.00	1,023,223	925,356	907,782
117	Career Ladder Program		1,000	1,000	-
201	Social Security		63,502	57,434	51,805
204/217	State Retirement		89,005	95,415	89,742
206	Life Insurance		2,800	2,800	1,434
207	Medical Insurance		128,000	128,000	97,370
212	Medicare		14,851	13,432	12,116
Salary & Fringes Subtotal:		16.00	1,322,381	1,223,437	1,160,249

Includes salaries and benefits for teachers in the Career and Technical Education programs provided at Houston High School.

336	Maintenance & Repair -Equipment		1,000	1,000	800
429	Instructional Supplies & Materials		22,000	22,000	25,014
730	Technical Instruction Equipment		25,000	25,000	16,556
Services Subtotal:			48,000	48,000	42,370
TECHNICAL EDUCATION TOTAL:			1,370,381	1,271,437	1,202,619

Includes textbooks, materials and supplies, and equipment in Career and Technical Education programs at Houston High School.

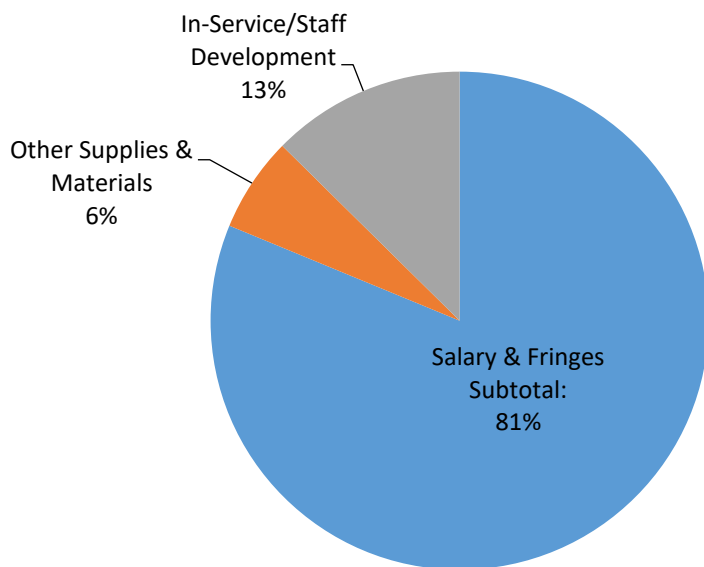


CAREER AND TECH ED SUPPORT

Teaching, Learning, and
Assessment

Missy Abel

Executive Director, Teaching, Learning and
Assessment



\$31,712

Overview

Vocational Education Instructional Staff Support includes activities primarily for assisting CTE instructional staff in planning, developing, and evaluating the process of providing learning experiences that give students the opportunity to develop the knowledge, skills and attitudes, and possibly industry certification needed for employment in an occupational area.

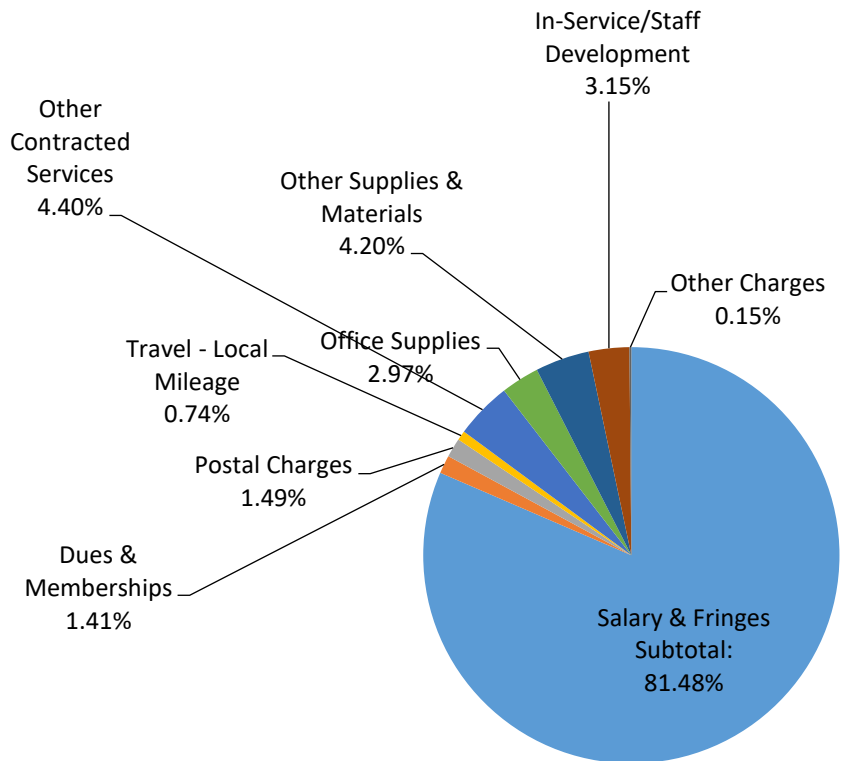
SUPPORT: CAREER AND TECHNICAL EDUCATION

<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>PERS</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
105	Director/Supervisor	0.20	19,821	19,051	18,604
201	Social Security		1,229	1,158	1,084
204/217	State Retirement		1,722	1,924	1,674
206	Life Insurance		50	50	30
207	Medical Insurance		2,650	2,650	1,651
212	Medicare		287	271	253
Salary & Fringes Subtotal:		0.20	25,759	25,104	23,296
499	Other Supplies & Materials		1,953	1,953	-
524	In-Service/Staff Development		4,000	4,000	-
Services Subtotal:			5,953	5,953	-
SUPPORT: TECHNICAL EDUCATION TOTAL:			31,712	31,057	23,296

Includes funds for support staff in the Career and Technical Education Department.

SUPERINTENDENT

Office of the Superintendent



\$672,412

Overview

This budget includes salaries for the Superintendent, communications coordinator and interns, executive secretary, and front desk receptionist.

OFFICE OF SUPERINTENDENT

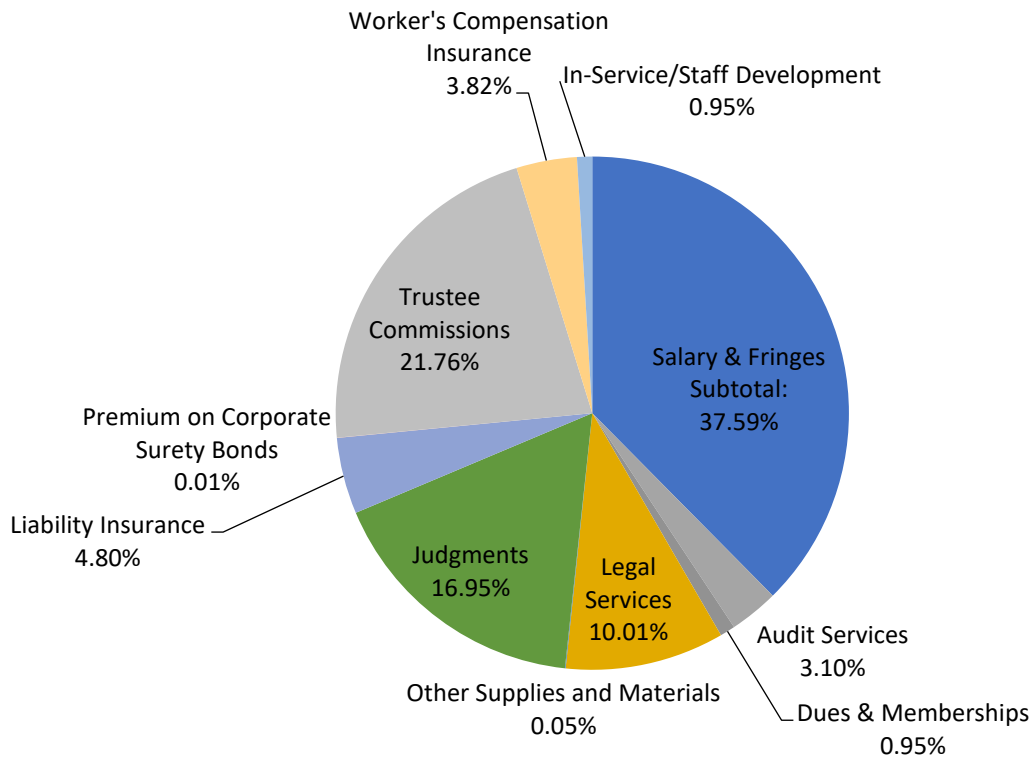
Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
101	County Official/Administrative Officer	1.00	185,456	180,839	178,869
103	Deputy	0.20	14,961	12,735	76,490
117	Career Ladder		1,000	1,000	2,000
161	Secretaries	2.00	115,824	109,401	107,153
189	Other Salaries & Wages	1.20	118,088	108,886	96,775
201	Social Security		26,959	25,097	21,406
204/217	State Retirement		37,309	39,013	39,017
206	Life Insurance		1,760	1,760	700
207	Medical Insurance		33,500	33,500	33,071
212	Medicare		6,305	5,869	6,453
299	Other Fringe Benefits		7,200	7,200	7,200
	Salary & Fringes Subtotal:	4	547,862	525,300	569,134
<i>Includes salaries and benefits for the Superintendent, communications staff, a secretary, and a receptionist.</i>					
320	Dues & Memberships		9,500	9,500	8,292
348	Postal Charges		10,000	10,000	8,537
355	Travel - Local Mileage		5,000	5,000	-
399	Other Contracted Services		29,600	29,600	25,707
435	Office Supplies		20,000	20,000	8,115
499	Other Supplies & Materials		28,250	28,250	26,155
524	In-Service/Staff Development		21,200	21,200	7,512
599	Other Charges		1,000	1,000	-
	Services Subtotal:		124,550	124,550	84,318
	OFFICE OF SUPERINTENDENT TOTAL:		672,412	649,850	653,452

Includes costs associated with the Office of the Superintendent and leasing costs for the District Office.

SCHOOL BOARD

Board of Education Services

\$2,100,962



Overview

This budget includes salaries for school board members, travel, workers' compensation insurance, liability insurance, legal services, and audit services. This budget includes an annual settlement (judgement) payment of \$355,453 to SCS agreed upon during the creation of GMSD.

The School Board has made a commitment to fully fund retiree health benefits (OPEB) since FY15. The total amount of the district's OPEB trust account is \$4.5 million.

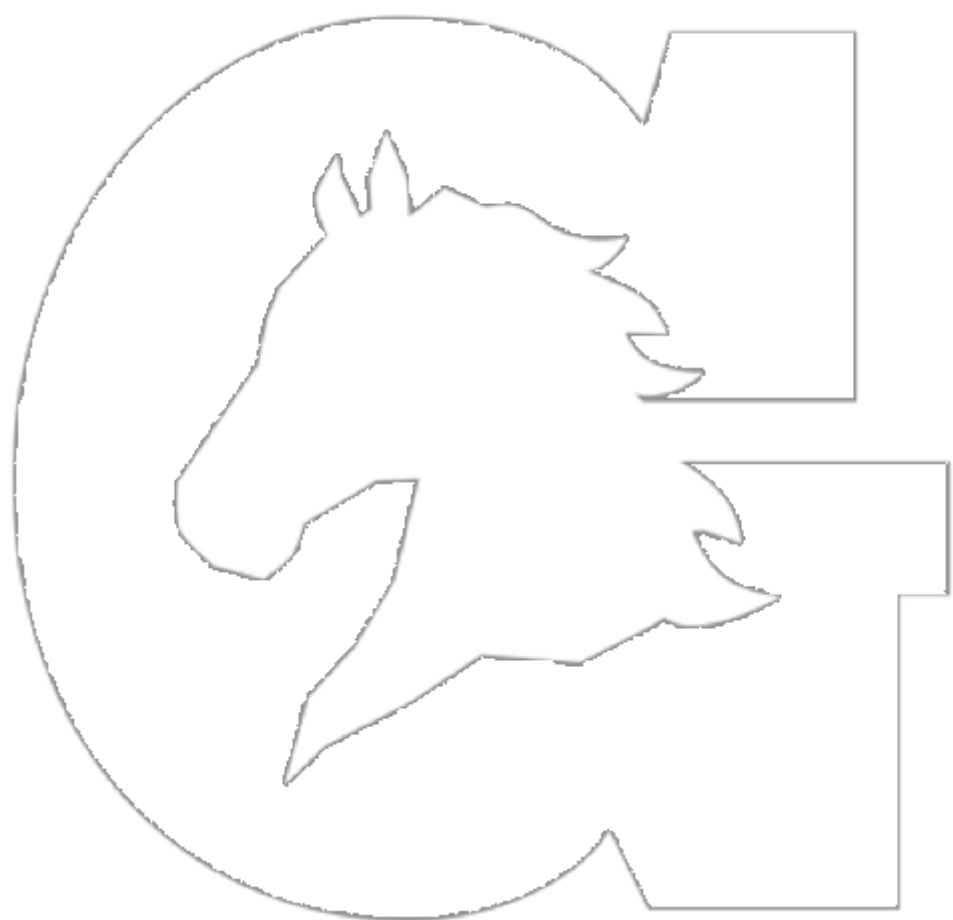
BOARD OF EDUCATION SERVICES

<u>Acct</u>	<u>Description</u>	FY 2023	FY 2023	FY 2022	FY 2021
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
189	Other Salaries & Wages	5	21,500	21,500	21,500
201	Social Security		1,333	1,333	1,333
206	Life Insurance - Retirees		47,000	47,000	47,000
207	Health Insurance - Retirees		708,000	708,000	662,990
210	Unemployment Compensation		10,000	10,000	3,351
212	Medicare		312	312	312
Salary & Fringes Subtotal:		5	788,145	788,145	736,486

Includes salaries and benefits for members of the Board of Education. Includes employee benefits related to OPEB contributions.

305	Audit Services		65,000	51,000	49,150
320	Dues & Memberships		21,000	20,000	16,860
331	Legal Services		210,000	175,000	96,609
499	Other Supplies and Materials		1,000	1,000	-
505	Judgments		355,453	355,453	416,853
506	Liability Insurance		100,748	100,748	81,870
508	Premium on Corporate Surety Bonds		300	300	-
510	Trustee Commissions		459,316	443,447	419,437
513	Worker's Compensation Insurance		80,000	80,000	80,263
524	In-Service/Staff Development		20,000	15,000	9,868
Services Subtotal:			1,312,817	1,241,948	1,170,910
BOARD OF EDUCATION SERVICES TOTAL:			2,100,962	2,030,093	1,907,396

Includes costs related to operation of the Board of Education, including audit services, legal services and Shelby County Trustee commissions on property and sales tax collections.



To: GMSD Board of Education
From: GMSD Human Resources Department
Re: Health and Wellness Clinic Recommendation
Date: May 18, 2022 Work Session Meeting

Health and Wellness Onsite/Near Site Clinic

Rationale for Health and Wellness Clinic : As an employee recruitment and retention strategy and in alignment to GMSD Strategic Plan 3.3.1 & 3.3.2, GMSD Human Resources is proposing implementing an Employee Health and Wellness Onsite/Near Site Clinic for the 2022-2023 school year.

Benefits of establishing an Onsite/Near Site Clinic include the following:

- Employee recruitment against other districts that already have a clinic or don't.
- Employee retention because health care is easier and cheaper but still high quality.
- Controlling employment costs by saving on substitutes and lessening the disruption of student learning by allowing staff to stay at school longer.
- Clinics allow for easy access to doctor/lab appointments at no cost and medications are dispensed immediately to the employee

RFP Respondents: Medical Analysis, Methodist LeBonheur Healthcare (Community Care Associates) , and One to One Health

Estimated Annual Costs (based on current census):

- Medical Analysis: \$542,000 (not including lease)
- Methodist LeBonheur (Community Care Associates) : \$481,150 (not including lease)
- One to One Health: \$690,544 (not including lease)

Health and Wellness Onsite/Near Site Clinic Analysis:

- All clinic respondents have a goal of offering affordable, accessible, high-quality care to GMSD employees and their families at a significant cost savings to both employees, families, and the health plan.
- All clinic respondents have telehealth services for GMSD employees at no charge.
- Methodist (Community Care Associates) offers a part time licensed Clinical Social Worker or other mental health specialist available onsite as part of their staffing recommendations
- Methodist (Community Care Associates) has already identified potential property sites for the clinic in the city of Germantown

Recommendation: The GMSD Human Resources Department is recommending the GMSD Board of Education accept the Health and Wellness Onsite Clinic proposal from *Methodist LeBonheur Healthcare (Community Care Associates)*.

Summation of Evaluation Process
For
Request for Proposal # GMSD FY2021-22-08
Onsite Medical Clinic Services for the Germantown Municipal School District

On February 4, 2022, GMSD Procurement issued a Request for Proposal for Onsite Medical Clinic Services for the District. The proposals were issued with the intent to solicit qualified participants to provide one (1) onsite medical clinic for employees, retirees and their dependents of the Germantown Municipal School District.

The proposal outlines a scope of services that includes the offer and management of onsite medical services. The services would include but not be limited to: primary care and women's services, biometric services, immunizations, acute care and primary care exams and screenings, disease management and prescriptions as well as telemedicine. Each proposer has been asked to submit information pertaining to the company history, experience in the field and an operational plan for the required services.

The RFP (Request for Proposal) was published on the GMSD website and also on Vendor Registry, our online vendor management and bid solicitation platform.

Responses were received from three (3) companies. They were Methodist LeBonheur Healthcare, Medical Analysis, and One to One Health. All three companies demonstrated extensive experience in the Onsite Medical Health Clinic Services field.

Each company was asked to submit pricing for comparison purposes. Pricing was submitted for the staffing and operational services of the Health Clinic.

The companies responded with business models utilized in the operation of their individual clinics.

An Evaluation Committee was convened which was comprised of staff members from the departments of Human Resources, Finance, Student Services, and Operations. Britney Spradling of Employee Security Planning served as consultant

with expertise in this field. GMSD Procurement Services served as moderator for the RFP process.

Each Evaluation Committee member was asked to score an evaluation matrix which included weighted scores for these areas: **Experience in the onsite health clinic environment, qualifications and licenses, understanding of the scope and intent of the RFP, and cost.**

Procurement also reached out to references included for each company as part of the proposal packet. The references were questioned as to the performance of each company, the reliability of each company and quality of services.

After completion of the evaluation process, the group voted to recommend that **Methodist LeBonheur Healthcare** be awarded the contract to provide Onsite Health Clinic Services for the Germantown Municipal School District.

The scorecards for each Evaluation Committee Member are included at the end of this summation as well as the Total Evaluation Summary showing the total score for each respondent.

Please contact me if there are any questions.

Respectfully Submitted,

Jackie Saunders
GMSD Procurement Services



Germantown Municipal School District

Methodist Health

Medical Analysis

One to One Health

RFP for Onsite Health Clinic

Department: Human Resources

Due: February 21, 2022

Total Evaluation Summary

Evaluator Name

Elissa Stratton

98

95

89

Mason Grace

98

95

89

Josh Cathey

92

89

85

Chauncy Bland

99

96

89

Gina Eddleman

95

86

84

Kevin Jones

100

93

87

Total Score for Each Respondent

582

554

523

Germantown Municipal School District				
RFP: Onsite Medical Clinic				
Department: Human Resources		Methodist Health	Medical Analysis	One to One Health
Reviewer: Elissa Stratton		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
Project Plan	20	20	20	20
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	6	6
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
Firm Experience and Personnel	15	13	15	14
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	5	7	6
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	3	3	3
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
Qualifications and Licenses	15	15	15	15
Respondent displays any special qualifications and licenses particular to this field.	8	8	8	8
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	7	7	7
Understanding of Scope and Intent	20	20	18	19
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	6	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
Cost	30	30	27	21
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
SCORE				
Total RFP Score		98	95	89

Germantown Municipal School District				
RFP: Onsite Medical Clinic				
Department: Human Resources		Methodist Health	Medical Analysis	One to One Health
Reviewer: Kevin Jones		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
Project Plan	20	20	18	18
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	5	5
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	5	5
Firm Experience and Personnel	15	15	15	15
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	7	7	7
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	3	3	3
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
Qualifications and Licenses	15	15	14	14
Respondent displays any special qualifications and licenses particular to this field.	8	8	7	7
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	7	7	7
Understanding of Scope and Intent	20	20	19	19
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	7	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
Cost	30	30	27	21
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
SCORE				
Total RFP Score		100	93	87

Germantown Municipal School District				
RFP: Onsite Medical Clinic				
Department: Human Resources		Methodist Health	Medical Analysis	One to One Health
Reviewer: Gina Eddleman		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
Project Plan	20	20	19	20
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	5	6
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
Firm Experience and Personnel	15	11	12	12
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	4	5	5
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	2	2	2
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
Qualifications and Licenses	15	15	12	13
Respondent displays any special qualifications and licenses particular to this field.	8	8	7	7
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	7	5	6
Understanding of Scope and Intent	20	19	16	18
Proposer's understanding of the requirements of the RFP.	7	6	6	6
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	7	8
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	3	4
Cost	30	30	27	21
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
SCORE				
Total RFP Score		95	86	84

Germantown Municipal School District				
RFP: Onsite Medical Clinic				
Department: Human Resources		Methodist Health	Medical Analysis	One to One Health
Reviewer: Mason Grace		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
Project Plan	20	20	20	20
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	6	6
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
Firm Experience and Personnel	15	13	15	14
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	5	7	6
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	3	3	3
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
Qualifications and Licenses	15	15	15	15
Respondent displays any special qualifications and licenses particular to this field.	8	8	8	8
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project..	7	7	7	7
Understanding of Scope and Intent	20	20	18	19
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	6	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
Cost	30	30	27	21
*Lowest cost =30 points		30	27	21
SCORE				
Score Calculated for cost submitted				
Total RFP Score		98	95	89

Germantown Municipal School District				
RFP: Onsite Medical Clinic				
Department: Human Resources		Methodist Health	Medical Analysis	One to One Health
Reviewer: Chauncy Bland		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
Project Plan	20	22	22	22
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	8	8	8
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
Firm Experience and Personnel	15	13	13	13
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	6	6	5
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	2	2	3
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
Qualifications and Licenses	15	15	15	15
Respondent displays any special qualifications and licenses particular to this field.	8	8	8	8
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	7	7	7
Understanding of Scope and Intent	20	19	19	18
Proposer's understanding of the requirements of the RFP.	7	7	7	6
Proposer's dedication of staff, Time and Budget allocation for this project.	8	7	7	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
Cost	30	30	27	21
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
SCORE				
Total RFP Score		99	96	89

Germantown Municipal School District				
RFP: Onsite Medical Clinic				
Department: Human Resources		Methodist Health	Medical Analysis	One to One Health
Reviewer: Cathey		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
Project Plan	20	17	17	17
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	7	6	6
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	4	5	5
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
Firm Experience and Personnel	15	15	10	12
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	7	5	6
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	1	1
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	3	1	2
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
Qualifications and Licenses	15	13	15	15
Respondent displays any special qualifications and licenses particular to this field.	8	8	8	8
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	5	7	7
Understanding of Scope and Intent	20	17	20	20
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	6	8	8
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	4	5	5
Cost	30	30	27	21
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
SCORE				
Total RFP Score		92	89	85