

GMSD Board Business Meeting
January 25, 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. School fees and Activity costs 2021-22
 - 8.C. Approval of Esser Plan Updates
 - 8.D. Review/Revision of Policies - First Reading
9. BOARD ACTION ITEMS
10. Announcements
11. Adjournment

Germantown Board of Education
TLN Report (January 25, 2022)

The General Assembly reconvened on January 11, 2022. Many education-related bills are being considered, including:

- HB1671 / SB1674, which expands eligibility for vouchers to students zoned to attend schools in the Achievement School District or in school districts that do not offer 180 days of in-person instruction in a school year due to COVID-19.
- SB1818 / HB1836, which requires each public high school to begin classroom instruction no earlier than 8:30 a.m. and each public middle school to begin classroom instruction no earlier than 8:00 a.m., beginning in the 2023-2024 school year.
- HB1741, which authorizes full-time public school teachers to enroll in one course at any state-supported college or university without having to pay tuition and fees.
- HB1887 / SB1763, which requires the Basic Education Program (or “BEP”) formula to fund full-time response to instruction and intervention positions at a ratio of one per 1,000 students.
- SB1764, which requires the BEP formula to fund full-time school counselor positions at a ratio of one per 350 students.
- HB1863, which increases the number of BEP funded full-time public school nurse positions from one per 3,000 students to one per 750 students and requires the BEP formula to fund full-time school counselor positions at a ratio of one per 250 students.
- HB1849, which authorizes a district to use the ACT, ACT Aspire, or SAT suites of assessments, instead of state-mandated assessments, to test students in grades 9-12 in the subjects of math and English language arts.
- HB1862 / SB1815, which requires four-year public institutions of higher education to obtain a student’s score on nationally recognized college admissions test before being admitted.
- HB1753 / SB1834, which requires TCAP tests to be administered in a paper format for students in grades three through eight, allows the commissioner of education to determine whether end-of-course assessments must be administered in a computerized, online, or paper format, and allows a district to administer end-of-course assessments in a paper format if it objects to administering end-of-course assessments in a computerized or online format.
- HB1648, which authorizes districts to enroll students who are unlawfully present in the United States, but eliminates state education funding for such students.
- HB1723, which requires a district’s policy on the inspection of school instructional materials by parents or legal guardians of students enrolled in the district to allow a student’s parent or legal guardian to check out from the student’s school one set of the instructional materials used in the student’s classroom for a period of no less than 48 hours to allow the parent or legal guardian time to inspect the materials.
- HB1895 / SB1861, which requires the commissioner of education to withhold a portion of the state education finance funds that a district is otherwise eligible to receive if the district

fails or refuses to determine a student's gender, for purposes of participation in school sports, by the student's sex at the time of birth, unless the failure or refusal to do so is required by a court or other legally binding order.

- Additionally, the Daily Memphian reports State Representative Mark White will refile a bill that would transfer ownership of Germantown Elementary, Middle, and High Schools.

In school funding news, the public comment period on the state's review of the public school funding formula and a recently released new draft framework has ended. The Tennessee Department of Education and Governor Lee's administration are currently reviewing those public comments, as well as recommendations from subcommittees and the central legislative steering committee.

The Department of Education also recently shortened the length of time from 7 to 5 days that schools can go temporarily remote due to COVID-19.

In legal news, on February 24th the Tennessee Supreme Court will rehear arguments in a case involving the constitutionality of a school voucher law passed in 2019 limited to school districts in Memphis and Nashville. In 2020, the Tennessee Court of Appeals unanimously upheld the ruling of a lower court that the law was unconstitutional.

Additionally, the state has appealed a federal court decision preliminarily enjoining the State of Tennessee and the Tennessee Department of Education from enforcing new state laws regarding face coverings in schools. The Court denied the state's request for a stay of that Order during the pendency of the appeal.

Finally, state Senator Brian Kelsey's trial for campaign finance charges has been delayed until January 23, 2023, and on February 2nd the state Senate is scheduled to take up Senator Katrina Robinson's expulsion from that body due to federal wire fraud convictions.

Germantown Municipal School District
BALANCE SHEET
As of Month Ending December 31, 2021

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
ASSETS								
Cash and Cash Equivalents	2,766,312.48	(2,701,545.80)	409,074.81	1,432,177.32	704,089.34	91,456.96	-	2,701,565.11
Investments - LGIP	4,065,302.06	-	-	-	1,057,456.77	4,201,679.41	-	9,324,438.24
Investments - Money Market	10,001,857.70	-	-	-	-	-	-	10,001,857.70
Accrued Interest	-	-	-	-	-	1.53	-	1.53
Accounts Receivable	17,759.79	-	176,880.21	-	-	-	-	194,640.00
Due from Other Govts	-	2,701,545.80	-	-	-	-	-	2,701,545.80
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	21,843.54	-	-	-	-	-	-	21,843.54
Restricted Investments - SRT	371,525.00	-	-	-	-	-	-	371,525.00
Prepaid Expenses	-	-	-	-	-	-	-	-
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,970,270.25	1,970,270.25
Buildings	-	-	-	-	-	-	109,787,774.30	109,787,774.30
Improvements	-	-	-	-	-	-	2,508,803.30	2,508,803.30
Equipment	-	-	-	-	-	-	16,530,930.57	16,530,930.57
Construction-in-Progress	-	-	-	-	-	-	6,860,170.00	6,860,170.00
Accumulated Depreciation	-	-	-	-	-	-	(23,395,161.26)	(23,395,161.26)
ASSETS TOTAL	17,244,600.57	-	585,955.02	1,432,177.32	1,761,546.11	4,293,137.90	120,640,681.16	145,958,098.08
LIABILITIES								
Accounts Payable	-	-	141,715.35	-	-	-	-	141,715.35
Accrued Expenses	54,280.63	-	-	-	850,555.00	-	-	904,835.63
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	-	-	97,824.87	-	-	-	-	97,824.87
LIABILITIES TOTAL	54,280.63	-	239,540.22	-	850,555.00	-	-	1,144,375.85
FUND BALANCE								
Change in Fund Balance	(4,294,219.64)	-	345,137.38	(327,988.29)	(1,319,980.74)	13,732.95	2,417,856.41	(3,165,461.93)
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	17,190,319.94	-	346,414.80	1,432,177.32	910,991.11	4,293,137.90	120,640,681.16	144,813,722.23
LIABILITIES AND FUND BAL TOTAL	17,244,600.57	-	585,955.02	1,432,177.32	1,761,546.11	4,293,137.90	120,640,681.16	145,958,098.08
VARIANCE	-	-	-	-	-	-	-	-

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending December 31, 2021

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
REVENUES:					
BEP Revenue	30,450,087.00	3,046,000.00	15,230,000.00	(15,220,087.00)	50.02%
Shelby County:					
Property Taxes	16,832,894.00	338,763.94	1,617,435.80	(15,215,458.20)	9.61%
Sales Tax	7,720,404.00	761,256.58	3,093,909.90	(4,626,494.10)	40.07%
Wheel Tax	1,477,882.00	255,756.77	384,135.43	(1,093,746.57)	25.99%
City of Germantown:					
Maintenance of Effort	2,549,581.00	256,838.67	1,541,032.02	(1,008,548.98)	60.44%
PEG Funding	148,000.00	34,086.34	34,086.34	(113,913.66)	23.03%
Mixed Drink Tax	132,000.00	-	56,426.14	(75,573.86)	42.75%
Other Local Revenue	595,420.00	673.23	284,028.97	(311,391.03)	47.70%
Tuition	101,885.00	10,572.00	55,366.00	(46,519.00)	54.34%
Other State Revenue	391,015.00	48,606.86	203,036.37	(187,978.63)	51.93%
Transfers - Indirect Costs	70,000.00	-	-	(70,000.00)	0.00%
Reserves	7,799,108.72	-	-	(7,799,108.72)	0.00%
TOTAL REVENUES	68,268,276.72	4,752,554.39	22,499,456.97	(45,768,819.75)	32.96%

EXPENDITURES:					
Regular Instruction	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	20,997,216.00	1,701,497.36	8,555,469.13	(12,441,746.87)	40.75%
Benefits	5,678,916.00	501,160.46	2,347,065.01	(3,331,850.99)	41.33%
Maint & Rep - Equipment	12,000.00	859.00	1,374.00	(10,626.00)	11.45%
Travel	1,500.00	127.39	334.09	(1,165.91)	22.27%
Other Contract Svcs	702,350.00	(58,429.10)	284,390.60	(417,959.40)	40.49%
Inst. Supplies	1,043,072.05	11,439.80	437,529.66	(605,542.39)	41.95%
Textbooks	500,000.00	-	18,050.76	(481,949.24)	3.61%
Software	350,000.00	570.60	311,886.86	(38,113.14)	89.11%
Other Supplies	169,200.00	-	159,994.05	(9,205.95)	94.56%
Other Charges	25,384.00	-	19,597.31	(5,786.69)	77.20%
Equipment	455,953.62	10,666.14	79,554.56	(376,399.06)	17.45%
Total Regular Instruction	29,935,591.67	2,167,891.65	12,215,246.03	(17,720,345.64)	40.81%
Alternative Education					
Salaries & Wages	243,214.00	19,177.24	96,017.80	(147,196.20)	39.48%
Benefits	66,810.00	5,600.54	23,368.19	(43,441.81)	34.98%
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	24,777.78	119,385.99	(194,638.01)	38.02%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending December 31, 2021

Special Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	3,722,638.00	292,864.18	1,462,885.07	(2,259,752.93)	39.30%
Benefits	1,045,558.00	82,969.69	394,088.17	(651,469.83)	37.69%
Contract w/Priv. Agencies	30,150.00	19,819.04	30,149.04	(0.96)	100.00%
Contracts for Sub Teachers	600.00	-	232.20	(367.80)	38.70%
Noncertified Subs	5,000.00	-	81.27	(4,918.73)	1.63%
Inst. Supplies	33,700.00	-	32,774.82	(925.18)	97.25%
Equipment	5,900.00	-	4,465.83	(1,434.17)	75.69%
Total Special Education	4,843,546.00	395,652.91	1,924,676.40	(2,918,869.60)	39.74%
Career & Technical Education					
Salaries & Wages	944,863.00	73,598.84	383,961.03	(560,901.97)	40.64%
Benefits	300,402.00	22,074.73	110,248.24	(190,153.76)	36.70%
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	136.97	794.97	(25,049.27)	3.08%
Total Career & Technical Education	1,294,109.24	95,810.54	514,154.24	(779,955.00)	39.73%
Attendance & Planning					
Salaries & Wages	552,684.00	45,082.50	262,399.06	(290,284.94)	47.48%
Benefits	142,109.00	11,426.80	61,545.68	(80,563.32)	43.31%
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	3,663.89	6,854.56	(9,895.44)	40.92%
Other Charges	5,000.00	75.18	829.65	(4,170.35)	16.59%
Total Attendance & Planning	730,293.00	60,248.37	331,628.95	(398,664.05)	45.41%
Health Services					
Salaries & Wages	409,050.00	31,388.52	238,180.88	(170,869.12)	58.23%
Benefits	137,642.00	11,318.95	67,113.71	(70,528.29)	48.76%
Other Contract Svcs.	1,000.00	-	1,000.00	0.00	100.00%
Other Supplies	25,874.00	2,250.00	7,118.78	(18,755.22)	27.51%
Inservice/Staff Dev.	4,000.00	206.43	3,348.59	(651.41)	83.71%
Other Charges	3,000.00	162.00	1,206.74	(1,793.26)	40.22%
Equipment	3,000.00	344.37	2,607.77	(392.23)	86.93%
Total Health Services	583,566.00	45,670.27	320,576.47	(262,989.53)	54.93%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending December 31, 2021

Other Student Support/Guidance	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	958,315.00	76,764.50	448,531.03	(509,783.97)	46.80%
Benefits	276,198.00	21,311.83	117,648.39	(158,549.61)	42.60%
Other Contract Svcs.	30,000.00	-	4,900.64	(25,099.36)	16.34%
Other Supplies	10,900.00	-	-	(10,900.00)	0.00%
Inservice/Staff Dev.	30,000.00	129.00	3,448.37	(26,551.63)	11.49%
Other Charges	1,500.00	-	1,499.99	(0.01)	100.00%
Other Equipment	44,771.00	856.96	856.96	(43,914.04)	1.91%
Total Other Student Support	1,351,684.00	99,062.29	576,885.38	(774,798.62)	42.68%
Reg. Instruction Support					
Salaries & Wages	1,810,883.00	136,070.01	824,955.86	(985,927.14)	45.56%
Benefits	449,675.00	36,152.92	202,528.93	(247,146.07)	45.04%
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	1,127.11	2,989.10	(16,510.90)	15.33%
Inservice/Staff Dev.	49,000.00	2,378.28	20,935.66	(28,064.34)	42.73%
Other Charges	5,000.00	-	1,472.40	(3,527.60)	29.45%
Other Equipment	15,000.00	-	4,281.59	(10,718.41)	28.54%
Total Reg. Instruction Support	2,436,458.00	175,728.32	1,110,563.54	(1,325,894.46)	45.58%
SPED Support					
Salaries & Wages	1,315,276.00	108,292.64	629,992.67	(685,283.33)	47.90%
Benefits	351,878.00	28,878.77	158,259.73	(193,618.27)	44.98%
Travel	2,500.00	217.34	1,163.11	(1,336.89)	46.52%
Other Contract Svcs	10,000.00	-	943.74	(9,056.26)	9.44%
Other Supplies	13,000.00	568.41	8,247.03	(4,752.97)	63.44%
Inservice/Staff Dev.	19,000.00	4,084.72	15,957.06	(3,042.94)	83.98%
Other Charges	500.00	-	59.00	(441.00)	11.80%
Total SPED Support	1,712,154.00	142,041.88	814,622.34	(897,531.66)	47.58%
Career and Technical Support					
Director/ Supervisor	19,051.00	1,556.46	9,712.32	(9,338.68)	50.98%
Benefits	6,119.00	418.42	2,333.80	(3,785.20)	38.14%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	-	100.00	(3,900.00)	2.50%
Total Vocational Support	31,123.00	1,974.88	12,146.12	(18,976.88)	39.03%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending December 31, 2021

Technology	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	716,429.00	56,822.56	381,781.35	(334,647.65)	53.29%
Benefits	225,762.00	15,046.83	88,201.24	(137,560.76)	39.07%
Communications	81,600.00	8,687.26	44,378.30	(37,221.70)	54.39%
Consultants	17,100.00	-	4,500.00	(12,600.00)	26.32%
Maintenance & Repairs	114,001.00	6,656.00	71,176.96	(42,824.04)	62.44%
Internet Connectivity	248,045.65	13,401.20	64,759.88	(183,285.77)	26.11%
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	-	2,020.72	(8,797.91)	18.68%
Software	481,324.00	-	366,621.75	(114,702.25)	76.17%
Other Supplies	23,402.79	(80.98)	5,012.73	(18,390.06)	21.42%
Inservice/Staff Dev.	8,000.00	-	584.96	(7,415.04)	7.31%
Other Charges	10,000.00	-	-	(10,000.00)	0.00%
Adm Equipment	55,630.35	390.00	30,407.05	(25,223.30)	54.66%
Other Equipment	13,518.00	146.25	5,257.51	(8,260.49)	38.89%
Total Technology	2,007,131.42	101,069.12	1,065,269.75	(941,861.67)	53.07%
Board of Education					
Salaries & Wages	21,500.00	-	-	(21,500.00)	0.00%
Benefits	58,645.00	294.54	1,911.21	(56,733.79)	3.26%
OPEB	708,000.00	-	-	(708,000.00)	0.00%
Audit Services	51,000.00	5,250.00	49,750.00	(1,250.00)	97.55%
Dues & Memberships	20,000.00	-	16,629.00	(3,371.00)	83.15%
Legal Services	175,000.00	26,034.00	78,318.00	(96,682.00)	44.75%
Other Supplies	1,000.00	-	-	(1,000.00)	0.00%
Judgments	355,453.00	-	355,453.00	0.00	100.00%
Liability Insurance	100,748.00	-	81,147.00	(19,601.00)	80.54%
Surety Bond Premium	300.00	300.00	300.00	0.00	100.00%
Trustee Commissions	443,447.00	14,263.94	62,687.89	(380,759.11)	14.14%
Workers' Compensation	80,000.00	(62.06)	52,818.28	(27,181.72)	66.02%
Inservice/Staff Dev.	15,000.00	1,148.42	5,913.10	(9,086.90)	39.42%
Total Board of Education	2,030,093.00	47,228.84	704,927.48	(1,325,165.52)	34.72%
Superintendent					
Salaries & Wages	410,726.00	33,222.48	204,452.32	(206,273.68)	49.78%
Benefits	113,889.00	8,710.49	51,809.93	(62,079.07)	45.49%
Dues & Memberships	9,500.00	-	3,044.00	(6,456.00)	32.04%
Postal Charges	10,000.00	355.12	3,018.03	(6,981.97)	30.18%
Travel	5,000.00	46.37	59.70	(4,940.30)	1.19%
Other Contracted Svcs.	29,600.00	1,037.70	5,482.10	(24,117.90)	18.52%
Office Supplies	20,000.00	617.29	3,207.71	(16,792.29)	16.04%
Other Supplies	28,250.00	1,216.27	6,691.27	(21,558.73)	23.69%
Inservice/Staff Dev.	21,200.00	1,641.04	8,170.89	(13,029.11)	38.54%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
Total Superintendent	649,165.00	46,846.76	285,935.95	(363,229.05)	44.05%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending December 31, 2021

Office of the Principal	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	2,979,781.00	242,212.87	1,281,899.88	(1,697,881.12)	43.02%
Benefits	840,272.00	65,169.47	323,018.30	(517,253.70)	38.44%
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	1,285.39	3,450.99	(8,324.01)	29.31%
Other Charges	14,725.00	-	14,725.00	0.00	100.00%
Total Office of the Principal	4,023,553.00	308,667.73	1,797,594.17	(2,225,958.83)	44.68%
Fiscal Services					
Salaries & Wages	421,117.00	30,952.70	202,499.94	(218,617.06)	48.09%
Benefits	120,877.00	7,731.19	44,875.82	(76,001.18)	37.13%
Dues & Memberships	700.00	70.00	70.00	(630.00)	10.00%
Travel	600.00	-	173.43	(426.57)	28.91%
Other Contract Svcs.	4,000.00	-	-	(4,000.00)	0.00%
Office Supplies	5,000.00	1,167.75	2,992.27	(2,007.73)	59.85%
Software	68,000.00	1,230.00	48,897.75	(19,102.25)	71.91%
Inservice/Staff Dev.	6,000.00	1,826.44	2,143.68	(3,856.32)	35.73%
Other Charges	17,250.00	754.99	6,212.64	(11,037.36)	36.02%
Other Equipment	1,500.00	-	327.99	(1,172.01)	21.87%
Total Fiscal Services	645,044.00	43,733.07	308,193.52	(336,850.48)	47.78%
Human Resources					
Salaries & Wages	355,421.00	28,945.12	179,925.85	(175,495.15)	50.62%
Benefits	96,023.00	12,442.82	46,905.63	(49,117.37)	48.85%
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	67.58	652.04	(1,347.96)	32.60%
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	1,766.41	15,264.16	(25,550.84)	37.40%
Other Charges	2,000.00	-	1,745.92	(254.08)	87.30%
Total Human Resources	519,979.00	43,221.93	262,900.25	(257,078.75)	50.56%
Operation of Plant					
Salaries & Wages	371,694.00	32,652.51	227,566.54	(144,127.46)	61.22%
Benefits	126,268.00	10,047.23	61,094.27	(65,173.73)	48.38%
Janitorial Services	850,000.00	68,877.27	389,851.55	(460,148.45)	45.86%
Other Contract Svcs.	150,000.00	9,339.82	62,885.31	(87,114.69)	41.92%
Utilities	1,180,000.00	87,911.55	474,087.60	(705,912.40)	40.18%
Property Insurance	273,232.00	-	273,232.00	0.00	100.00%
Other Charges	50,922.25	1,536.00	26,802.34	(24,119.91)	52.63%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
Total Operation of Plant	3,007,116.25	210,364.38	1,515,519.61	(1,491,596.64)	50.40%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending December 31, 2021

Maintenance of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	472,727.00	38,525.42	240,398.62	(232,328.38)	50.85%
Benefits	141,040.00	10,189.92	57,368.18	(83,671.82)	40.68%
Maintenance & Repairs	801,410.00	59,806.24	373,060.19	(428,349.81)	46.55%
Travel	20,000.00	765.86	3,345.33	(16,654.67)	16.73%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	-	270.94	(729.06)	27.09%
Inservice/Staff Dev.	5,000.00	948.95	5,269.71	269.71	105.39%
Total Maintenance of Plant	1,451,177.00	110,236.39	679,712.97	(771,464.03)	46.84%
Transportation					
Contracts w/Other Schools	89,351.00	5,512.00	33,072.00	(56,279.00)	37.01%
Contracts w/Private Agencies	1,750,000.00	99,576.55	457,215.69	(1,292,784.31)	26.13%
Diesel	200,000.00	-	54,975.57	(145,024.43)	27.49%
Total Transportation	2,039,351.00	105,088.55	545,263.26	(1,494,087.74)	26.74%
Safety					
Benefits		-	22.88	22.88	#DIV/0!
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	0.87	119.54	(130.46)	47.82%
Other Supplies & Materials	500.00	-	35.70	(464.30)	7.14%
Inservice/Staff Dev.	5,000.00	-	(300.25)	(5,300.25)	-6.01%
Other Charges	21,944.00	600.00	10,234.95	(11,709.05)	46.64%
Other Equipment	8,000.00	-	383.20	(7,616.80)	4.79%
Total Safety	38,694.00	600.87	10,496.02	(28,197.98)	27.13%
Capital Outlay					
Architects	327,575.00	17,500.00	78,672.27	(248,902.73)	24.02%
Transfer to Other Funds	526,437.00	74,333.33	343,054.58	(183,382.42)	65.17%
Building Construction	5,755,111.00	3,704.00	412,650.65	(5,342,460.35)	7.17%
Building Improvements	1,652,703.14	12,347.00	708,038.63	(944,664.51)	42.84%
Other Capital Outlay	262,598.00	36,925.04	135,562.04	(127,035.96)	51.62%
Total Capital Outlay	8,524,424.14	144,809.37	1,677,978.17	(6,846,445.97)	19.68%
Transfers to Cafeteria Fund	100,000.00	-	-	(100,000.00)	0.00%
EXPENDITURES TOTAL	68,268,276.72	4,370,725.90	26,793,676.61	(41,474,600.11)	39.25%
TOTAL FUND BALANCE	0.00	381,828.49	(4,294,219.64)		

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending December 31, 2021

	<u>BUDGET</u>	<u>Month</u>	<u>FYTD</u>	<u>EXPENDED</u>
REVENUES:				
Consolidated Admin	119,622.00	8,332.81	56,661.12	47.37%
Title I	1,930,202.00	94,449.04	319,306.49	16.54%
Title II	113,547.00	7,669.80	33,497.77	29.50%
Title III	16,283.00	5,940.00	11,014.90	67.65%
Title IV	140,675.00	5,636.25	38,102.80	27.09%
IDEA, Part B	1,773,747.00	101,325.11	432,199.07	24.37%
IDEA, Preschool	32,621.00	2,564.80	5,163.06	15.83%
IDEA, SPDG	10,000.00	-	-	0.00%
Carl Perkins - Basic	50,683.00	2,825.00	23,669.75	46.70%
ESSER 1.0	204,447.00	9,689.70	159,972.78	78.25%
ESSER 2.0	4,643,120.00	1,399,549.12	3,742,717.97	80.61%
ESSER 3.0	11,307,498.00	1,051,744.41	1,064,006.41	9.41%
ESSER Planning Grant	175,000.00	5,130.00	46,170.00	26.38%
Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA	331,732.00	6,689.76	44,637.21	13.46%
ARP IDEA Preschool	22,116.00	-	1,769.90	8.00%
ELC Grant	1,032,725.00	-	-	0.00%
TN All Corps Grant	280,000.00	-	-	0.00%
TOTAL REVENUES	<u>22,199,018.00</u>	<u>2,701,545.80</u>	<u>5,978,889.23</u>	<u>26.93%</u>

EXPENDITURES:				
Title - Cons Admin				
Salaries & Wages	78,876.00	6,443.80	40,209.32	50.98%
Benefits	21,722.00	1,793.14	10,081.77	46.41%
Indirect Costs	5,564.00	-	-	0.00%
Inservice/Staff Dev.	9,413.00	95.87	2,717.02	28.86%
Other Equipment	4,047.00	-	3,653.01	90.26%
Total Title - Cons Admin	<u>119,622.00</u>	<u>8,332.81</u>	<u>56,661.12</u>	<u>47.37%</u>

Title I				
Salaries & Wages	597,336.00	43,821.12	165,417.99	27.69%
Benefits	145,513.00	8,411.63	34,086.84	23.43%
Contracts w/Other Schools	9,152.00	-	-	0.00%
Contracts for Sub Teachers	61,123.00	3,715.20	6,849.90	11.21%
Other Contract Svcs	44,092.00	-	-	0.00%
Inst. Supplies	366,448.00	12,772.54	79,448.80	21.68%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	27,522.00	-	-	0.00%
Inservice/Staff Dev.	300,891.00	23,392.36	30,800.47	10.24%
Other Charges	7,678.00	798.40	798.40	10.40%
Regular Instruction Equipment	367,347.00	1,537.79	1,904.09	0.52%
Other Equipment	2,500.00	-	-	0.00%
Total Title I	<u>1,930,202.00</u>	<u>94,449.04</u>	<u>319,306.49</u>	<u>16.54%</u>

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending December 31, 2021

Title II				
Salaries & Wages	65,108.00	2,990.84	21,722.52	33.36%
Benefits	15,867.00	853.96	4,559.08	28.73%
Contracts for Sub Teachers	3,495.00			0.00%
Indirect Costs	2,120.00	-	-	0.00%
Inservice/Staff Dev.	26,957.00	3,825.00	7,216.17	26.77%
Total Title II	113,547.00	7,669.80	33,497.77	29.50%
Title III				
Instructional Supplies & Materials	12,853.00	5,940.00	9,885.16	76.91%
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	5,940.00	11,014.90	67.65%
Title IV				
Contracts for Sub Teachers	6,966.00	1,857.60	1,857.60	26.67%
Instructional Supplies & Materials	26,275.00	-	12,171.18	46.32%
Other Supplies	17,871.00	-	6,985.95	39.09%
Inservice/Staff Dev.	69,841.00	3,778.65	14,701.06	21.05%
Regular Instruction Equipment	17,000.00	-	2,000.01	11.76%
Other Equipment	2,722.00	-	387.00	14.22%
Total Title IV	140,675.00	5,636.25	38,102.80	27.09%
Carl Perkins - Basic				
Travel	9,670.00	-	-	0.00%
Instructional Supplies & Materials	11,075.00	-	11,075.00	100.00%
Other Supplies	17,300.00	2,700.00	9,083.00	52.50%
Inservice/Staff Dev.	6,350.00	125.00	3,511.75	55.30%
Vocational Equipment	6,288.00	-	-	0.00%
Total Carl Perkins - Basic	50,683.00	2,825.00	23,669.75	46.70%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending December 31, 2021

IDEA B				
Salaries & Wages	813,093.00	60,310.56	289,060.91	35.55%
Benefits	306,829.00	17,146.33	79,953.90	26.06%
Contracts W/Private Agencies	178,679.00	23,792.00	50,546.10	28.29%
Maintenance & Repairs-Vehicles	3,000.00	-	-	0.00%
Travel	600.00	76.22	167.00	27.83%
Contracts for Sub Teachers	23,546.00	-	-	0.00%
Noncertified Subs	35,000.00	-	-	0.00%
Other Contract Svcs.	40,000.00	-	4,633.52	11.58%
Fuel	2,000.00	-	219.91	11.00%
Instr. Supplies	80,000.00	-	1,375.00	1.72%
Other Supplies	90,000.00	-	614.90	0.68%
Indirect costs	30,000.00	-	-	0.00%
Vehicle Insurance	1,000.00	-	222.28	22.23%
Inservice/Staff Dev.	85,000.00	-	450.00	0.53%
Other Charges	25,000.00	-	-	0.00%
Special Education Equipment	60,000.00	-	4,955.55	8.26%
Total IDEA B	1,773,747.00	101,325.11	432,199.07	24.37%

IDEA Preschool				
Contracts W/Private Agencies	514.00	1,860.00	1,860.00	361.87%
Contracts W/Private Agencies	9,000.00	-	-	0.00%
Instr. Supplies	3,000.00	-	-	0.00%
Other Supplies	4,297.00	704.80	3,303.06	76.87%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	13,022.00	-	-	0.00%
Equipment	2,000.00	-	-	0.00%
Total IDEA Preschool	32,621.00	2,564.80	5,163.06	15.83%

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	-	-	0.00%
Contracts for Sub Teachers	9,459.00	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	230.70	19,459.51	76.77%
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	-	12,122.00	94.90%
Total ESSER 1.0	204,447.00	9,689.70	159,972.78	78.25%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending December 31, 2021

ESSER 2.0				
Salaries & Wages	233,890.00	12,477.76	83,851.79	35.85%
Benefits	90,144.00	3,011.14	18,189.92	20.18%
Contracts W/Private Agencies	550,000.00	-	290,934.00	52.90%
Building Construction	3,769,086.00	1,384,060.22	3,349,742.26	88.87%
Total ESSER 2.0	4,643,120.00	1,399,549.12	3,742,717.97	80.61%
ESSER 3.0				
Salaries & Wages	3,681,993.00	761,806.03	772,426.03	20.98%
Benefits	725,933.00	128,186.03	129,828.03	17.88%
Communication	17,000.00	17,000.00	17,000.00	100.00%
Contracts W/Private Agencies	110,000.00	-	-	0.00%
Custodial Services	200,000.00	-	-	0.00%
Contracts for Sub Teachers	400,000.00	144,752.35	144,752.35	36.19%
Instructional Supplies & Materials	109,243.00	-	-	0.00%
Software	73,685.00	-	-	0.00%
Building Construction	4,170,295.00	-	-	0.00%
Reg Instruction Equipment	1,819,349.00	-	-	0.00%
Total ESSER 3.0	11,307,498.00	1,051,744.41	1,064,006.41	9.41%
ESSER Planning Grant				
Other Contracted Svcs	175,000.00	5,130.00	46,170.00	26.38%
Total ESSER Planning Grant	175,000.00	5,130.00	46,170.00	26.38%
Civics Seal Grant				
Salaries & Wages	7,600.00	-	-	0.00%
Benefits	1,257.00	-	-	0.00%
Other Supplies & Materials	1,000.00	-	-	0.00%
Inservice/Staff Dev.	2,143.00	-	-	0.00%
Other Charges	3,000.00	-	-	0.00%
Total Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA				
Salaries & Wages	65,000.00	-	-	0.00%
Benefits	15,000.00	-	-	0.00%
Contracts for Sub Teachers	12,000.00	348.30	348.30	2.90%
Other Contracted Svcs	25,000.00	1,870.94	6,818.69	27.27%
Other Supplies	34,732.00	360.00	32,760.00	94.32%
Inservice/Staff Dev.	15,000.00	4,110.52	4,110.52	27.40%
Special Education Equipment	165,000.00	-	599.70	0.36%
Total ARP IDEA	331,732.00	6,689.76	44,637.21	13.46%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending December 31, 2021

ARP IDEA Preschool				
Noncertified Sub	15,000.00	-	-	0.00%
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	-	1,769.90	8.00%
Epidemiology & Lab Capacity (ELC) Grant				
Salaries & Wages	426,828.00	-	-	0.00%
Benefits	122,129.00	-	-	0.00%
Medical & Drug Supplies	104,000.00	-	-	0.00%
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	-	-	0.00%
TN All Corps				
Salaries & Wages	247,600.00	-	-	0.00%
Benefits	28,400.00	-	-	0.00%
Other Supplies & Materials	4,000.00	-	-	0.00%
Total TN All Corps	280,000.00	-	-	0.00%
Total Expenditures	22,199,018.00	2,701,545.80	5,978,889.23	26.93%
TOTAL FUND BALANCE	0.00	-	-	

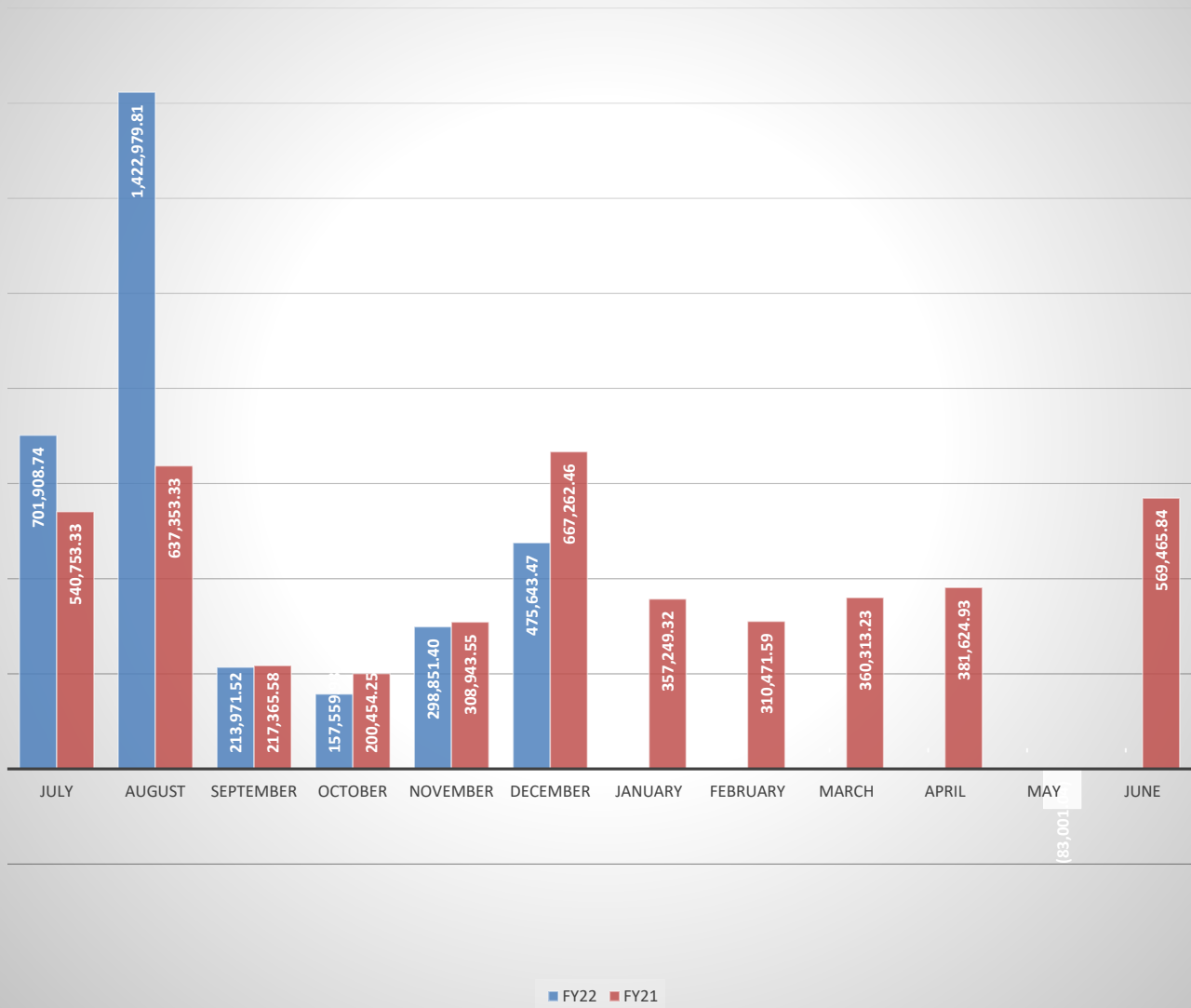
Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
As of Month Ending December 31, 2021

	Month	FYTD	BUDGET	EXPENDED
REVENUES:				
Employee Contributions	187,011.47	842,823.88	1,938,402.00	43.48%
Employer Contributions	344,691.33	1,559,599.73	3,606,846.00	43.24%
Other Income	-	47,583.50	200,000.00	23.79%
Interest Income	36.55	171.14	-	0.00%
Reserves	-	-	428,100.00	0.00%
TOTAL REVENUES:	531,739.35	2,450,178.25	6,173,348.00	39.69%
EXPENDITURES:				
Medical Claims	475,643.47	3,270,914.92	5,183,348.00	63.10%
Stop-Loss Premiums	71,655.23	375,231.55	750,000.00	50.03%
Administrative Expenses	20,068.05	124,012.52	240,000.00	51.67%
TOTAL EXPENDITURES:	567,366.75	3,770,158.99	6,173,348.00	61.07%
FUND BALANCE	(35,627.40)	(1,319,980.74)	-	

	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	-	357,249.32		
February	-	310,471.59		
March	-	360,313.23		
April	-	381,624.93		
May	-	(83,001.04)		
June	-	569,465.84		
Y-T-D	3,270,914.92	4,468,256.37	Monthly Average Budgeted	43194566.67%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
 As of Month Ending December 31, 2021

Analysis of Cash Basis Claims for FY 2021-22



Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAPITAL PROJECTS FUND
As of Ending December 31, 2021

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
REVENUES:				
County Commission	2,200,000.00	-	-	0.00%
Bonds Issued	5,000,000.00	470,428.98	1,435,266.04	28.71%
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>470,428.98</u>	<u>1,435,266.04</u>	<u>13.72%</u>
EXPENDITURES:				
Architects	323,040.25	-	-	0.00%
Building Construction	10,137,125.00	620,684.83	1,763,254.33	17.39%
TOAL EXPENDITURES:	<u>10,460,165.25</u>	<u>620,684.83</u>	<u>1,763,254.33</u>	<u>16.86%</u>
FUND BALANCE	<u>-</u>	<u>(150,255.85)</u>	<u>(327,988.29)</u>	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAFETERIA FUND

As of Month Ending December 31, 2021

	BUDGET	Month	YTD	EXPENDED
REVENUES:				
Lunch, Breakfast, A la Carte Sales	467,180.00	32,260.95	220,962.77	47.30%
USDA School Lunch	859,552.00	150,849.11	922,541.83	107.33%
USDA Breakfast	76,890.00	26,031.10	140,539.74	182.78%
Other State Funds	-	-	-	0.00%
Other Federal Thru State Funds	-	2,951.11	3,565.11	0.00%
Other Revenue	4,000.00	-	2,270.00	56.75%
Reserves	-	-	-	0.00%
TOTAL REVENUES	1,407,622.00	212,092.27	1,289,879.45	91.64%
EXPENDITURES:				
Other Contracted Services - SFE	1,383,622.00	141,715.35	934,724.42	67.56%
NET BALANCE	24,000.00	70,376.92	355,155.03	1479.81%
DISTRICT EXPENDITURES:				
Maint and Repair - Equipment	40,000.00	1,354.68	3,925.85	9.81%
Other Supplies & Materials	7,000.00	-	6,060.00	86.57%
Inservice/ Staff Development	2,000.00	-	31.80	1.59%
Equipment	75,000.00	-	-	0.00%
TOTAL DISTRICT EXPENDITURES	124,000.00	1,354.68	10,017.65	8.08%
EXPENDITURES TOTAL	1,507,622.00	143,070.03	944,742.07	
Excess/(Def) of Revenues over Expenditures	(100,000.00)	69,022.24	345,137.38	-345.14%
Operating Transfer In	100,000.00	-	-	0.00%
FUND BALANCE	-	69,022.24	345,137.38	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
OPEB TRUST

As of Month Ending December 31, 2021

	<u>Month</u>	<u>YTD</u>	<u>BUDGET</u>	<u>EXPENDED</u>
REVENUES:				
Employer Contributions	-	-	755,000.00	0.00%
Retiree Contributions	-	-	80,000.00	0.00%
Interest and Dividend Income	30,378.84	52,469.58	75,000.00	69.96%
Realized gain/(loss) on investments	41,084.53	322,658.01	-	0.00%
Unrealized gain/(loss) on investments	50,413.45	(208,746.79)	280,000.00	-74.55%
Other Income			-	0.00%
TOTAL REVENUES	121,876.82	166,380.80	1,190,000.00	13.98%
EXPENDITURES:				
Retiree Stipends	6,900.00	136,697.87	64,000.00	213.59%
Medical Claims	-	-	600,000.00	0.00%
Insurance Premiums	-	-	48,000.00	0.00%
Administrative Expenses	1,208.33	15,949.98	25,000.00	63.80%
TOTAL EXPENDITURES	8,108.33	152,647.85	737,000.00	20.71%
FUND BALANCE	113,768.49	13,732.95	453,000.00	

Germantown Municipal School District

School Fees - Requested Student Fees

2021-22 School Year

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REQUESTED STUDENT FEES - Fees for a class/course which are part of a grade and/or credit course
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School	REQUESTED Fees	Purpose	Course	Requester	Notes
Dogwood Elementary	\$35.00	ALEKS Math Program 3-5	Math 3-5	Williams/Teel	Voluntary Enrichment Program
Dogwood Elementary	\$20.00	Instructional Fee	School Wide	Woody	Consumable materials/computer programs/novels/AR
Dogwood Elementary	\$100.00	Orchestra Fee	5th	Smith	1 shirt, Method Books, NAFME Dues, miscellaneous supplies
Dogwood Elementary	\$100.00	Kindergarten Camp	K	Woody	1 week Camp for incoming Kindergarten students
Farmington Elementary	\$100.00	Orchestra Fee	5th	Short	1 shirt, Method Books, NAFME Dues, miscellaneous supplies
Forest Hill Elementary	\$35.00	ALEKS	Gifted Program	Grow	Advanced Math Practice
Forest Hill Elementary	\$100.00	Orchestra	5th	Smith	1 shirt, Method Books, NAFME Dues, miscellaneous supplies
GOAL	\$6.00	National Spanish Exam	Spanish Honors	Fisher	National Spanish Exam
GOAL	\$20.00	PSAT	PSAT	Fisher	Cost of test and processing fee
GOAL	\$50.00	Application Fee	School Wide	Fisher	Application fee
Houston High	\$40.00	Advanced Film & Video	AdvFilm&Video	Hamilton	Batteries, CDs, memory sticks
Houston High	\$40.00	Film & Video 2	Film & Video 2	Hamilton	Materials and supplies
Houston High	\$50.00	Course Fee	All Students	All courses	Laptop insurance for 1:1 initiative
Houston High	\$97.00	Course Fee	All AP Courses	Varies	AP Registration/Exam
Houston High	\$35.00	Course Fee	Anat&Phys	M Smith	Lab fees
Houston High	\$35.00	Course Fee	Hon A & P	M Smith	Lab Fees
Houston High	\$35.00	Course Fee	AP Bio	Wakefield	Lab fees
Houston High	\$15.00	Course Fee	Art 1	Spillman	Materials and supplies
Houston High	\$10.00	Course Fee	Art 1 Honors	Schulter	Materials and supplies
Houston High	\$112.00	Course Fee	Art 1 Honors	Schulter	Art kits
Houston High	\$20.00	Course Fee	Art 2 Honors	Schulter	Materials and supplies
Houston High	\$135.00	Course Fee	Art 2 Honors	Schulter	Art kits
Houston High	\$25.00	Course Fee	Art 2	Schulter	Materials and supplies
Houston High	\$30.00	Course Fee	AP Art	Spillman	Materials and supplies
Houston High	\$150.00	Course Fee	Band	Taylor	Uniforms, instruments, repairs instruction, transportation, music, color guard, percussion
Houston High	\$35.00	Course Fee	Bio2 DE	Poole	Lab fees
Houston High	\$60.00	Course Fee	Diagnostic Med	Mullings	Lab fees, trip fees
Houston High	\$60.00	Course Fee	Health Sci Ed	Mullings	Lab fees, trip fees, scrubs, lab coats
Houston High	\$20.00	Course Fee	Human Studies	Boggan	Sewing, cooking supplies, egg babies, activities
Houston High	\$6.00	Course Fee	Latin	Purcell/Simone	National Latin Exam fees

Germantown Municipal School District

School Fees - Requested Student Fees

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Houston High	\$40.00	Course Fee	Life Skills Lab	TBD	Supplies, activities, and materials
Houston High	\$15.00	Course Fee	Lifespan Development	Boggan	Supplies, activities, Baby maintenance
Houston High	\$25.00	Course Fee	Mechatronics I	Houston	Supplies and materials
Houston High	\$25.00	Course Fee	Mechatronics II	Houston	Supplies and materials
Houston High	\$60.00	Course Fee	Medical Assisting	Mullings	Medical supplies
Houston High	\$60.00	Course Fee	Medical Therapeutics	Mullings	Lab fees and medical supplies
Houston High	\$50.00	Course Fee	Nutrition	Snellenberger	Supplies and materials
Houston High	\$200.00	Course Fee	Orchestra	Kang	Concert uniforms, tshirts, membership fees, music, instrument repairs, travel expenses
Houston High	\$60.00	Course Fee	Rehabilitation Therapy	Rothenberger	Lab fees and medical supplies
Houston High	\$35.00	Course Fee	Robotics	Phillips	Team registration, competitive events, parts/materials
Houston High	\$35.00	Course Fee	STEM 1	Phillips	Supplies and equipment
Houston High	\$35.00	Course Fee	STEM 2	Phillips	Supplies and equipment
Houston High	\$35.00	Course Fee	STEM 3	Phillips	Supplies and equipment
Houston High	\$35.00	Course Fee	STEM 4	Phillips	Supplies and equipment
Houston High	\$145.00	Course Fee	AP Capstone	Robinson	AP Registration/Exam
Houston High	\$50.00	Course Fee	Indoor Color Guard - A	M. Taylor	Uniforms, instruments, repairs, music, transportation
Houston High	\$50.00	Course Fee	Indoor Color Guard - B	M. Taylor	Uniforms, instruments, repairs, music, transportation
Houston High	\$50.00	Course Fee	Indoor Drumline	M. Taylor	Uniforms, instruments, repairs, music, transportation
Houston High	\$40.00	Film & Video	Film & Video	Hamilton	Batteries, CDs, memory sticks
Houston High	\$8.00	Foreign Language Fair	German Honors	Penrod	Foreign Language Fair fees
Houston High	\$8.00	Foreign Language Fair	French classes	Johnson	Foreign Language Fair
Houston High	\$4.00	French National Contest	French Honors	Johnson	French National Contest
Houston High	\$6.00	National German Exam	German Honors	Penrod	National German Exam fees
Houston High	\$6.00	National Spanish Exam	Spanish Honors	Purcell/Ferryman	National Spanish Exam
Houston High	\$20.00	PSAT	PSAT	Ross	Cost of test and processing fee
Houston Middle	\$30.00	1:1 Blended Learning	All students	GMSD	iPad insurance for 1:1 initiative
Houston Middle	\$20.00	Graphic Art Fee	Art	Wroblewski	Premium card stock, mat boards, colored ink, ipad apps, general art supplies
Houston Middle	\$50.00	Band Fee	Band	Nesvick	WTSBOA fees, NAIME fee, instrumental material, instrument maintenance, tshirt
Houston Middle	\$20.00	Choir Fee	Choir	Moses	Shirt, sheet music, audition, accompanist, professional organization dues

Germantown Municipal School District

School Fees - Requested Student Fees

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Houston Middle	\$150.00	Orchestra Fee	Orchestra	Smith	Mbrshp Fees, Venues, instrument maintenance, Registration Fees, Method Books, Sheet Music, Replacement Fees, Shirts, travel costs
Houston Middle	\$30.00	Art Fee	Art	Higginbotham	Art supplies, sketchbooks, iPad apps, and printing needs
Houston Middle	\$100.00	Band Fee	Band	Nesvick	WTSBOA fees, NAIME fee, instrumental material, instrument maintenance,
Houston Middle	\$40.00	Choir Fee	Choir	Moses	Shirt, sheet music, audition, accompanist, professional organization
Riverdale Elementary	\$30.00	1:1 Blended Learning	All 7th & 8th grade	GMSD	iPad insurance for 1:1 initiative
Riverdale Elementary	\$20.00	Art Supplies/Clay	6th-8th	Sammons	Art Supplies for advanced art students
Riverdale Elementary	\$100.00	Orchestra Fee	5th	Short	field trips, NAFME membership dues, and miscellaneous supplies.
Riverdale Elementary	\$100.00	Orchestra Fee	6th-8th	Short	This fee covers their 2 shirts, method book, buses for concert festival and field trips, NAFME membership dues, and miscellaneous supplies.
Riverdale Elementary	\$50.00	Choir Fee	6th-8th	Cadle	Music/Supplies/T-shirt
Riverdale Elementary	\$150.00	Band Fee	6th-8th	Woodring	Music/Supplies/T-shirt
Riverdale Elementary	\$20.00	PE Uniform	5th-8th	Thompson	Required PE uniform for all 5th-8th grade students
Riverdale Elementary	\$50.00	1:1 Blended Learning-8th graders	8th	GMSD	Laptop insurance for 1:1 initiative

Germantown Municipal School District
School Fees - Activity Costs
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ACTIVITY COSTS - Costs for activities which occur outside the regular school day and are not part of a credited course

School	ACTIVITY COSTS	Purpose	Club/Athletic Team/Booster Club	Sponsor/Coach	Notes
Dogwood Elementary	\$20.00	Supplies	Student Ambassadors	Fitchpatric	T-shirts, meeting refreshments, parties
Dogwood Elementary	\$40.00	Supplies	Safety Patrol	Martin/Guntharp	Belts, badges, award Pins, t-shirt, supplies & food for two parties (Fall & Spring), end of the year awards, patrol flags
Dogwood Elementary	\$100.00	Registration and Supplies	Cross Country	Fredrick	MYA fee, banquet, uniform, incentives, awards, and some meet fees
Dogwood Elementary	\$25.00	Supplies	Choir	Smith	Shirt, music, supplies
Dogwood Elementary	\$25.00	Supplies	Steel Drum Group	Smith	Shirt, music, supplies
Dogwood Elementary	\$45.00	Registration and Supplies	Math Club	Teel	Competition, t-shirt
Farmington Elementary	\$150.00	Costumes, uniforms, operations	Falcon Footlights (play)	Lowry	Participants will be asked to sell at least one advertisement
Farmington Elementary	\$150.00	Materials	FES 5K club	Deaton	Entrance into races and materials - uniforms, warm ups, water bottles, etc.
Farmington Elementary	\$5.00	Supplies	Chess Club	Lane	Supplies
Farmington Elementary	\$20.00	Supplies	Guitar Club	Brookshire	Supplies
Farmington Elementary	\$20.00	Supplies	Choir	Assad	Supplies
Forest Hill Elementary	\$25.00	Supplies	Choir	Simons	Shirts and Materials
Forest Hill Elementary	\$25.00	Supplies	Farmington Farmers	House	Gardening supplies and plants
Forest Hill Elementary	\$15.00	Supplies	Composting Club	Sullivan	Supplies to build compost bins
Forest Hill Elementary	\$25.00	Registrations and Jersey	FHES Running	Wood	Registrations and jerseys
Forest Hill Elementary	\$15.00	Supplies	Art Club	Kougher	Art materials for projects
GOAL	\$20.00	Annual Dues	Video Game Club	Fisher	Materials and supplies
Houston High	\$400.00	Annual Dues	Basketball Boys - Varsity	Miller/Becker	Travel, equipment, supplies, miscellaneous
Houston High	\$400.00	Annual Dues	Basketball Boys - JV	Miller/Becker	Travel, equipment, supplies, miscellaneous
Houston High	\$250.00	Annual Dues	Basketball Girls	Condra	Travel, equipment, supplies, miscellaneous, officials
Houston High	\$160.00	Annual Dues	Bowling Boys	Quinn	Uniforms, entry fees, team gear, miscellaneous
Houston High	\$160.00	Annual Dues	Bowling Girls	Quinn	Uniforms, entry fees, team gear, miscellaneous
Houston High	\$125.00	Annual Dues	Cross Country Boys	M. Thomas	Team gear, greens fees
Houston High	\$125.00	Annual Dues	Cross Country Girls	M. Thomas	Team gear, greens fees
Houston High	\$200.00	Annual Dues	Football	J. Thomas	Travel, equipment, supplies, miscellaneous, officials
Houston High	\$485.00	Annual Dues	Golf Boys	Bell	Travel, equipment, supplies, gear, miscellaneous
Houston High	\$485.00	Annual Dues	Golf Girls	Bell	Travel, equipment, supplies, gear, miscellaneous
Houston High	\$850.00	Annual Dues	Soccer Girls	Wolff	Uniforms, entry fees, team gear, miscellaneous
Houston High	\$250.00	Annual Dues	Volleyball	Pendleton	Uniforms, entry fees, team gear, miscellaneous
Houston High	\$425.00	Annual Dues	Wrestling	B. McCarter	Entry fees, TSSAA weight management fees, travel, uniforms, miscellaneous
Houston High	\$2,500.00	Annual Dues Cheer	Cheer	Nobert	Tumbling, uniforms, entry fees, instruction, travel, competition fees
Houston High	\$5,000.00	Annual Dues Pom	Pom	H. Thomas	Uniforms, entry fees, instruction, travel, competition fees
Houston High	\$15.00 (underclass); \$20.00 (seniors)	Club Dues 30+	30 and Above	Kinney/Kreitz	Tees, zoo trip, graduation cords
Houston High	\$20.00	Club Dues Art Honors	Art Honor Society	Schulter	Dues, activities, supplies, materials
Houston High	\$25.00	Club Dues Badminton	Badminton Club	Minton	Tees, equipment, and supplies
Houston High	\$500.00	Club Basketball Cheer	Basketball Cheer	Holden	Uniforms and instruction

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School Fees - Activity Costs
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Houston High	\$10.00	Club Dues Beautifully Unique	Beautifully Unique	Fisher	Tees & Activities
Houston High	\$25.00	Club Dues Best Buddies	Best Buddies	Clarke	Membership fees
Houston High	\$10.00	Club Dues Book	Book Club	Wilder/Underwood	Activities, materials
Houston High	\$50.00	Club Dues Cyber	Cyber Patriot	Wartenberg	Registration fees, competitions, competition expenses
Houston High	\$25.00	Club Dues Debate	Debate	McKinney	Membership fees
Houston High	\$25.00	Club Dues DECA	DECA	Boyer	Membership dues
Houston High	\$20.00	Club Dues DECA	DECA	Boyer	Regional competition
Houston High	125.00 (plus hotel costs)	Club Dues DECA	DECA	Boyer	State competition
Houston High	\$75.00	Club Dues Esports	Electronic Sports	McKinney	Unlimited pass, shirts/jerseys, masks, or equipment
Houston High	\$30.00	Club Dues FBLA	FBLA	TBD	Local, state competitions
Houston High	\$15.00	Club Dues FCA	FCA	Perry	Tees, materials, activities
Houston High	\$30.00	Club Dues FCCLA	FCCLA	DavisA/Boggan/Snellenberger	Local and national dues, tees
Houston High	\$30.00	Club Dues FFA	FFA	Rose	Membership, dues
Houston High	\$25.00	Club Dues French	French Club	Johnson	Tees, supplies
Houston High	\$30.00	Club Dues Horizons	Horizons	H. Thomas	Tees, field day
Houston High	\$35.00	Club Dues HOSA	HOSA	Mullings	National & state membership dues, tees
Houston High	\$350.00	Club Dues HOSA	HOSA	Mullings	Travel expenses - State competition
Houston High	\$850.00	Club Dues HOSA	HOSA	Mullings	Travel expenses - National competition
Houston High	\$20.00	Club Dues International	International	Penrod	Tees, consumables, gift cards, Extravaganza, Project Grad
Houston High	\$40.00	Club Dues Key	Key Club	Norwood	Fees, activities, materials
Houston High	\$25.00	Club Dues Latin	Latin Club	Simone	Dues, National Latin Exam
Houston High	\$10.00	Club Dues Latin Honor	National Latin Honor Society	Simone	Supplies, honor cords
Houston High	\$20.00	Club Dues Mentors	Houston Mustang Mentors	Fisher	Tees, activities
Houston High	\$20.00	Club Dues Model UN	Model UN	Brock	Conference fees
Houston High	\$20.00	Club Dues MUT	Mu Alpha Theta	Bansal	Membership, honor cords
Houston High	\$50.00	Club Dues NHS	Nat'l Honor Society	Berry/Seboldt	Membership, honor cords, tees
Houston High	\$200.00	Club Dues Plays	Plays (Fall Play)	Christie	Royalties, scenic design, costumes, scripts and professionals
Houston High	\$200.00	Club Dues Plays	Plays (Spring Musical)	Christie	Royalties, scenic design, costumes, scripts and professionals
Houston High	\$40.00	Club Dues Pony Express	School Newspaper	Becker	Annual subscription cost for the newspaper website
Houston High	\$20.00	Club Dues RAK	RAK	TBD	Monies used to randomly help people
Houston High	\$25.00	Club Dues RK	Rho Kappa	Robinson	Honor cords, lecture series
Houston High	\$20.00	Club Dues SADD	SADD	Fisher	Tees, activities, materials
Houston High	\$20.00	Club Dues SGA	SGA	Spain	Activities, supplies, materials
Houston High	\$25.00	Club Dues SJCRH	St. Jude Club	M.Thomas	Tees, activities, service project supplies
Houston High	\$20.00	Club Dues Skills	Computer Skills USA	Juneau/Uhiren/Houston	Activities, supplies, competitions
Houston High	\$35.00	Club Dues Spanish	Spanish Club	Riley	Membership, fees, activities & materials
Houston High	\$20.00	Club Dues Spanish Honor	Spanish Honor Society	Ferryman	National dues, induction expenses, Quia, supplies
Houston High	\$20.00	Club Dues Spanish Honor	Spanish Honor Society	Ferryman	Honor cords
Houston High	\$20.00	Club Dues Student Impact	Student Impact	TBD	Dues, donations, tees
Houston High	\$1,300.00	Club Dues Trap	Trap	Stevens	Full membership, practice materials, competitions
Houston High	\$100.00	Club Dues TSA	TSA	Phillips	State and national dues/fees; competitions
Houston High	\$100.00	Club Dues VEX	VEX	Ducey	National fees and competitions
Houston High	\$20.00	Club Fees Environmental	Environmental	Stephenson	Activities, supplies
Houston High	\$10.00	Club Fees	Folk Dancing	Penrod	Folk Dance Outfits
Houston High	\$25.00	Club Fees German	German Club	Penrod	Tees, gift cards, consumables, folk dance outfits
Houston High	\$20.00	Club Fees Knowledge Bowl	Knowledge Bowl	Poole/Kennon	Competition fees, tees

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Houston High	\$15.00	Club Science	Science Club	TBD	Activities, materials
Houston High	\$95.00	Course Fee	1st & 2nd 4-hour DE course	Varied/Akey	University tuition
Houston High	\$98.00	Course Fee	3rd 3-hour DE course	Varied/Akey	University tuition
Houston High	\$195.00	Course Fee	3rd 4-hour DE course	Varied/Akey	University tuition
Houston High	\$298.00	Course Fee	4th 3-hour DE course	Varied/Akey	University tuition
Houston High	\$364.00	Course Fee	4th+ 4-hour DE course	Varied/Akey	University tuition
Houston High	\$198.00	Course Fee	5th+ 3-hour DE course	Varied/Akey	University tuition
Houston High	\$100.00	Graduation Fee	12th Grade Students	Taylor	Costs associated with graduation
Houston High	\$20.00	Knowledge Bowl Fee	Knowledge Bowl	Poole	Competition fees
Houston High	\$5.00	Latin Fall Festivus	Latin Club	Simone	Latin Fall Festivus
Houston High	\$8.00	U of M Language Fair	Latin	Simone	Entry fee
Houston High	\$5.00	Optional Exam	Latin	Purcell/Simone	National Classical Etymology Exam fees
Houston High	\$5.00	Optional Exam	Latin	Purcell/Simone	National Classical Civilization Exam fees
Houston High	\$5.00	Optional Exam	Latin	Purcell/Simone	National Latin Vocabulary Exam fees
Houston High	\$5.00	Optional Exam	Mythology	Purcell/Simone	National Mythology Exam fees
Houston High	\$3.00	Optional Exam	Translation	Purcell/Simone	CAMWS Translation Contest fees
Houston High	\$25.00	Lit Mag Fee	Literary Magazine	Garrison	Materials for magazine/final product
Houston High	\$5.00	Locker Fee	Students Using Lockers	Suchman	Locker rental
Houston High	\$50.00	Membership, honor cords	National Technical Honor Society	DavisA	National membership, induction services
Houston High	\$50.00	Parking Fee	Students Parking on Campus	P. Ross	Parking pass
Houston High	\$200.00	TJCL Latin Convention	Latin Club	Simone	TJCL Convention fees
Houston High	\$50.00	Annual Dues	Choir	Moline	Women's Choir and Concert Choir
Houston High	\$50.00	Annual Dues	Choir	Moline	Fifth Measure and Dolce Bella
Houston High	\$250.00	Annual Dues	Boys Track	M. Thomas	Field maintenance, uniforms, equipment, officials
Houston High	\$250.00	Annual Dues	Girls Track	M. Thomas	Field maintenance, uniforms, equipment, officials
Houston High	\$300.00	Annual Dues	Boys Tennis	Benzing	Field maintenance, uniforms, equipment, officials
Houston High	\$300.00	Annual Dues	Girls Tennis	Benzing	Field maintenance, uniforms, equipment, officials
Houston High	\$1,500.00	Annual Dues	Baseball	McCarter	Field maintenance, uniforms, equipment, officials
Houston High	\$500.00	Annual Dues	Softball	C. Gibbs	Field maintenance, uniforms, equipment, officials
Houston High	\$850.00	Annual Dues	Boys Soccer	Wolff	Field maintenance, uniforms, equipment, officials
Houston High	\$15.00	Annual Dues	Knitting/Crochet Club	Bansal	Yarn, hooks, neeles, other supplies
Houston Middle	\$25.00	Artfully	Club	Higginbotham	Club shirt, art materials, meeting snacks
Houston Middle	\$250.00	Basketball Girls Varsity	Athletic Team	Weaver	Apparel package, assistant coach fee, equipment, referees
Houston Middle	\$175.00	Basketball Girls JV	Athletic Team	Weaver	Apparel package, assistant coach fee, equipment, referees
Houston Middle	\$200.00	Basketball - Boys	Athletic Team	Cook	Apparel package, assistant coach fee, equipment, referees
Houston Middle	\$500.00	Volleyball	Club	Pendleton	uniform, refs, schedule fee, tournament fee, equipment, practice apparel, equipment, coaching fee, course fee
Houston Middle	\$140.00	Soccer	Club	Plaisance	uniforms, refs, program fees
Houston Middle	\$15.00	Battle of the Books	Club	Squires	Annual fee
Houston Middle	\$20.00	Best Buddies	Club	Turner	Club shirt, game supplies
Houston Middle	\$25.00	Beta	Club	Kemp	Annual fee
Houston Middle	\$3,825.00	Cheer	Athletic Team	Spurlock	Coaching fee, sponsor fee, camps, Pride tumbling, practice clothes, uniforms, bag, travel, Nationals airfare and Land Package
Houston Middle	\$50.00	Math Counts	Club	Pratt	Competition fees
Houston Middle	\$20.00	NJHS	Club	Howell	Chapter dues, club shirt, reception supplies

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Houston Middle	\$3,370.56	Pom	Booster Club	Lee	Coaching fee, sponsor fee, camps, choreography, competition registration, Nationals, sub, dance camp, equipment, team morale happies, music, hospitality room, yearbook ads
Houston Middle	\$62.12	Girls Soccer	Athletic Team	Percoski	Refs
Houston Middle	\$150.00	Cross Country	Athletic Team	Wexler	Reg. Fees/Travel/Uniforms/Awards/Banquet/Training/Stipend
Houston Middle	\$20.00	Language Club	Club	P.Latvatalo	T Shirt, arts and crafts supplies
Houston Middle	\$30.00	Science Olympiad	Club	S.Jordan	Registration for competition
Houston Middle	\$204.00	Boys Soccer	Athletic Team	Partlow	Coach/Uniforms/Teamsnap/Ref fees/stipends
Houston Middle	\$120.00	Track & Field	Athletic Team	Wexler	Fees/travel/uniform/awards/banquet/stipends/team supplies
Houston Middle	\$250.00	Girls Basketball - Varsity	Athletic Team	Weaver	Banquet/awards
Houston Middle	\$175.00	Girls Basketball - JV	Athletic Team	Weaver	Banquet/awards
Houston Middle	\$300.00	Baseball	Athletic Team	Bland	Uniforms, baseballs, hats, hoodies, t- shirts, and sponsorship costs.
Riverdale Elementary	\$4,000.00	Cheer	Booster Club	Woolfolk	Coaching fee, sponsor fee, camps, Pride tumbling, practice clothes, uniforms, bag, travel, Nationals airfare and Land Package
Riverdale Elementary	\$20.00	Dues	NJHS	Young	Annual Dues-certificates/pins
Riverdale Elementary	\$15.00	Dues	Beta Club	Harbin	Dues
Riverdale Elementary	\$20.00	Fee	Kids Care	Padgett	T-shirt/supplies/pizza party
Riverdale Elementary	\$75.00	Fee	Riverdale Theatre	Moss	Participation fee for Spring Musical to help cover expenses
Riverdale Elementary	\$150.00	JV Basketball	6th/7th	Freeman	League Fees, shirt, awards/party
Riverdale Elementary	\$276.00	Girls Basketball	6-8th	Owsley	Warm up shirt, warmup pants/jacket, shoes, socks, and athletic bag
Riverdale Elementary	\$15.00	Glee Club	1-5th	Caudle	Shirt, decorations for show
Riverdale Elementary	\$100.00	Raider Theater	1-8th	Moss/Stevens	T-shirt, costumes, set, material
Riverdale Elementary	\$20.00	Production Club	5-8th	Moss/Stevens	T-shirt, materials
Riverdale Elementary	\$5.00	Riverdale Rocks	3-5th	Sutton	Paint, supplies
Riverdale Elementary	\$15.00	Intramural Club	4-6th	Huggins	Shirt, supplies
Riverdale Elementary	\$80.00	Cross Country	3-8th	Faught	MYA fees and supplies
Riverdale Elementary	\$75.00	Track	3-8th	Dodge	MYA fees, jersey
Riverdale Elementary	\$6.00	Junior Honors Academy	8th	Ward/Ponder	Optional shirt
Riverdale Elementary	\$25.00	Ambassadors	8th	Fisher	2 shirts
Riverdale Elementary	\$3.00	Pay It Forward Club	6-7th	Dodson/Curtis/Edens	Supplies, end of year party
Riverdale Elementary	\$140.00	Honors Choir	6-8th	Caudle	Shirt, music, festivals, busses, attire rental (trip is separate)
Riverdale Elementary	\$10.00	Girls Club	3-5th	Greenberg	Art supplies, snacks
Riverdale Elementary	\$255.00	Swim Team	6-8th	Fristick	League Fees, shirt, cap, t-shirt, Germantown Athletic Club use
Riverdale Elementary	\$255.00	Soccer	6-8th	Lawton	Equipment, uniforms and fees
Riverdale Elementary	\$220.00	Golf	6-8th	Young/Byrd	Equipment, uniforms and fees
Riverdale Elementary	\$500.00	Volleyball A/B teams	6th-8th	Carlyle	Equipment, uniforms and fees
Riverdale Elementary	\$300.00	Volleyball Blue and Gray Team	6th-8th	Carlyle	Equipment, uniforms and fees
Riverdale Elementary	\$85.00	Tennis	6th-8th	Darder	Uniforms and fees
Riverdale Elementary	\$950.00	Trap	6th-8th	Edens	Equipment, uniforms and fees

ESSER 3.0 Public Plan-Federal Relief Spending Addendum Addendum Guidance

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (February 1 and August 27). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The intent of the plan is to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total for each relief fund: ESSER 1.0, ESSER 2.0, and ESSER 3.0. and equal the allocation amounts.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align to the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan-Federal Relief Spending Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation’s students.

In the fall of 2021, LEAs developed and made publicly available a Public Plan-Federal Relief Spending. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: **Germantown Municipal School System**

Director of Schools (Name): **Jason Manuel**

ESSER Director (Name): **Tammy Mason**

Address: **3350 S. Forest Hill Irene Rd. Germantown TN 38138**

Phone # **(901)752-7900** District Website: **<http://www.gmsdk12.org>**

Addendum Date: **January 12, 2022**

Total Student Enrollment:	6,124
Grades Served:	K-12
Number of Schools:	7

Funding

ESSER 1.0 Allocation:	\$1,502,672.91
ESSER 2.0 Allocation:	\$5,034,823.18
ESSER 3.0 Allocation:	\$11,307,497.65
Total Allocation:	\$17,844,993.74

Budget Summary

		ESSER 1.0	ESSER 2.0	ESSER 3.0
Academics	Tutoring			\$2,051,200.00
	Summer Programming	\$21,069.73		
	Early Reading			
	Interventionists			
	Other		\$844,034.00	\$428,860.00
	Sub-Total			
Student Readiness	AP and Dual Credit/ Enrollment Courses			
	High School Innovation			
	Academic Advising			
	Special Populations	\$300,083.08		\$179,352.00
	Mental Health	\$241,773.45		\$813,023.00
	Other	\$21,303.00		
	Sub-Total			
Educators	Strategic Teacher Retention			\$790,881.00
	Grow Your Own			
	Class Size Reduction			
	Other	\$459,922.56		\$415,518.00
	Sub-Total			
Foundations	Technology	\$184,668.98		\$1,953,032.46
	High Speed Internet			
	Academic Space (facilities)		\$4,160,789.18	\$4,170,295.19
	Auditing and Reporting			\$55,335.00
	Other	\$273,852.11	\$30,000.00	\$450,001.00
	Sub-Total			
Total		\$1,502,672.91	\$5,034,823.18	\$11,307,497.65

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment:

- TN ALL Corp Tutoring program including salaries/benefits teachers/tutors during the school year and summer from January 2022 – June 2024
- TN ALL Corp Tutoring High Quality Instructional materials for ELA and Math
- TN ALL Corp Tutoring Professional Development for teachers/tutors
- TN ALL Corp Tutoring teacher/tutors will be issued required instructional equipment

This allocation supports priorities identified in the Needs Assessment to accelerate student achievement as follows:

- TN ALL Corps Tutoring Program will provide a variety of tutoring positions to provide targeted evidence-based intervention programming at a low ratio - high dosage rate students who have experienced learning loss during COVID-19.
- Two new k-8 Instructional Coaches will be hired for FY22 and FY23 to provide teacher professional development in ELA and Math to address student's learning loss due to Covid-19. This will include teacher support for before, during, and after school tutoring programs. Programs impacted by this support will be the TN ALL Corps Tutoring Program and Tier I, Tier II, and Tier III tutoring and intervention programs. Instructional Coaches will provide personalized support to teachers in improving their instructional practices to support increased student achievement.
- The implementation of a comprehensive tutoring program requires high quality evidenced-based instructional materials for ELA and Math. These materials will address student's learning loss in ELA and math.

2. Describe initiatives included in the "other" category

- Curriculum for Germantown Online Academy of Learning (GOAL)
- Principal, Clerical, Learning Coaches, and guidance counselor for Germantown Online Academy of Learning (GOAL)
- Instructional Coaches (2) to provide PD support for teachers in addressing student's learning loss

Student Readiness

- Description of strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment:

- Development of Whole Child Program
 - Director and Coordinator (salaries and benefits)
 - Contracting with Gaggle to provide mental health services and teletherapy for students and families
 - Add four additional school guidance counselors (salaries and benefits)
 - Add school psychologist (2) (salaries and benefits)
- Homebound Teacher to provide services to students with disabilities
- Stipends for teachers and therapists to provide services for beyond their contractual duties to support students with disabilities
- Contracting services to provide vision therapy and speech/language services for students due to COVID absences for therapists
- Provide virtual platform to provide instructional services in academics, as well as language, speech, and occupational therapy
- Purchase equipment to assist students in communication access or access to instruction

This allocation supports priorities identified in the Needs Assessment to accelerate student achievement described below.

- Creation of a Whole Child Comprehensive Program to support students academically and emotionally.
- Addition of six guidance counselors, one per school to support students social and emotional needs within small groups and/or therapeutic sessions.
- Addition of two psychologists to provide the necessary support for the increased demand of the evaluation of students' academic progress/recession and to identify the social and emotional needs for students.

Describe initiatives included in the "other" category

- Stipends provided to teachers who will be a part of a digital learning task force. They will research best practices, support their grade level, provide new strategies and problem solve any kinks that will occur when implementing online learning.

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment:

- As a part of GMSD retention strategies during COVID-19, the district has invested in a one-time stipend for all staff members for the SY21-22.

This allocation supports priorities identified in the Needs Assessment to Recruit, Retain and Support Educators and School Personnel described below.

- Certified and non-certified employees have experienced ongoing disruptions (quarantines, fluid academic schedules) which has increased work requirements such as additional planning, professional development due to new digital platforms, and the implementation of COVID-19 protocols to keep students and staff safe. As a part of GMSD retention strategies during COVID-19, the district has invested in a one-time bonus for all staff members for the SY21-22.

2. Describe initiatives included in the "other" category

- Provide each school with two permanent substitutes
- Funds have also been allocated for assistant principals to receive a summer stipend to prepare their schools' master schedules for the 2021-22 school year.

These strategic allocations align with priorities identified in the Needs Assessment for Educators described below.

- Covid-19 has made it more difficult than ever in securing substitutes. During the ARP ESSER 3.0 planning, the team identified the need to provide each school with two permanent substitutes to be available to cover teacher classrooms who are absent due to COVID-19 or a COVID-19 related issue. This may include needing to provide instruction to a group of students to accomplish social distancing or to a classroom when the teacher is receiving training/professional development for programs necessary because of COVID-19.
- Assistant Principals typical contract is for 10.5-months. Additional time is needed beyond their 10.5-month typical contract. A summer stipend will be added for Assistant Principals to prepare their schools instructional schedules for the 2021-22 school year and to assist principals for ensuring the buildings will be safe for staff and students to return to full time in-person learning due to COVID-19.

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment:

- Transition to remote learning in spring of 2020. The district identified, the need to add supplemental materials, software applications, digital platforms, virtual instruction platforms, supplemental formative assessments, on-line libraries, other non-fiction reading materials, and educational technology devices to create an on-line environment for students in k-12.
- Purchase I-pads for students in kindergarten, 1st, and 2nd grade students and teachers. Chromebooks will be purchased for 3rd grade students and teachers, and for 6th, 7th, and 8th grade students.
- The purchase of hot spots for low-income and/or students who are unable to access the internet in their home environment.
- The purchase of Airtame devices for Riverdale and Houston Middle schools.
- The addition of classroom space for Houston middle school to support a return to full-time in-person learning. This funding will be used to assist in the construction of a classroom addition for Houston Middle School. The addition includes 6 regular classrooms and a gymnasium. The addition will be roughly 42,544 square feet. This project also includes replacing the existing 66 HVAC system with a new and improved system and a new/upgraded air filtration system for the classroom addition.

This strategic allocation aligns with the priorities identified in GMSD's Needs Assessment to Strengthen Structural Expectations described below.

- Expand instructional space at Houston Middle School, with 42,544 square feet including 6 regular classrooms and a gymnasium. This project also includes updating 66 existing HVAC systems with an upgraded air filtration system for the classroom addition. This will help to ensure safe, in-person learning for 5 days a week by increasing space for social distancing and reducing transmission of COVID-19 and other infectious diseases.
- Update and expand technology (i-pads/chrome books) for all students in grades K-3 and 6-8 and for teachers in grades K-3 and increase the availability of mobile hot spots for students without internet access in their homes. This will help support continuous learning in a variety of learning environment which is necessary due to potential quarantines, social distancing, etc.
- Supporting student health for in-person learning by funding six additional daytime cleaning positions and investing in additional costs associated with GMSD's custodial contracted services.

2. Describe initiatives included in the “other” category

- 6 FTE GMSD employed day porters to provide custodial services to each GMSD school during the instructional day. The primary focus is enhanced and preventative cleaning services/ measures due to Covid-19.
- Janitorial Services Contract increased from the Janitorial vendor for the district’s janitorial services due to:
 - Additional custodial staffing where required (these positions are in addition to the 6 FTE GMSD personnel) and are primarily for after school deep cleaning.
 - Increase in equipment charges due to COVID to keep school open
 - Additional cleaning services (additional time as needed) throughout the day.
 - The vendor has raised the minimum wage of our outsourced custodial providers to \$12 an hour.
- Purchase of "Let's Talk" platform is a cloud-based technology, accessible by any device, anywhere and anytime. It establishes a two-way communication for parents, students, and staff.
- Purchase of cleaning supplies, barriers/dividers, Covid-19 educational signage, and upgraded HVAC systems with High-Merv filters for all schools.
- Funds to support the dramatically increased unemployment claims due to COVID-19, which has required extra costs to the district through no control or direct oversight of GMSD.
- Non-Public School purchased cleaning supplies, masks, and other PPE equipment,
- Non-Public School purchase of touchless sinks, and commodes in restrooms and double sinks in multipurpose area to increase sanitization
- Non-Public school funded plumbing services for the installation of hand washing stations and janitorial services.
- Non-Public School purchase of HDMI cables and external monitors to facilitate on-line learning for students.

Monitoring, Auditing and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

- The district has included a position in Fiscal Services to monitor and navigate ESSER 3.0 funds. This position will support the Controller and the Chief Financial Officer. Responsibilities of the position will include the pre-audit of purchases to determine allowability and compliance with the program budget and proper coding. The position will ensure all procurement and travel procedures and policies are followed. Interim audits of payroll and fringe benefits will be performed to determine whether charges are accurate and allowable. The position will work with the fixed asset accountant to ensure equipment purchased is properly inventoried and tagged. Monthly financial reports of expenditures will be prepared and presented to the School Board and will be available to the public.

2. Describe how the LEA will meet the requirements to spend 20 percent of ESSER 3.0 on direct services to students to address learning loss or indicate participation in TN ALL Corps.

- TN ALL Corps Tutoring Plan- GMSD has developed a comprehensive tutoring program to include before/after school tutoring, part-time (120 days a year) embedded tutoring during the school day, and summer learning programs/camps that will provide targeted tutoring for student learning loss.
 - Tutoring will be in a high dosage/low ratio setting in reading and math.
 - Students identified will have demonstrated learning loss, prioritizing students identified as "approaching" on grade content.
 - Tutoring services will be embedded two times a week, during the 45-minute grade level RTI/Intervention block, for 15 weeks for students who are not receiving Tier II or Tier III instruction (90 minutes weekly). Students receiving Tier II and Tier III intervention, will receive tutoring services before or after school in 45-minute sessions for 16 weeks (90 minutes weekly).
- Summer tutoring /learning camp is designed to mitigate learning loss by providing intensive standards-support for students. Students will receive an additional: 32 hours of ELA and math instruction; 16 hours of RTI and Science, Technology, Reading, Engineering, Art, and Math-based learning (STREAM). Instruction will occur in a small group setting (1-3 students in grades 1 thru 5 and 1-4 in grades 6 thru 8) with highly successful teachers. Grades served 1-8 for up to 400 students.

Family and Community Engagement

1. Describe how the LEA engaged in meaningful consultation with stakeholders in development of the revised plan.

- GMSD has not revised the ESSER Funding since the funding was approved on November 15, 2021. Since TDOE's approval of the ESSER funding, the superintendent has conducted numerous engagements to inform the GMSD School Board and the school community of the approved funding plan for ESSER. Below you will see the engagement (including links) that have occurred to keep the community up to date on the approved ESSER Funding.
 - [November 16, 2021 presentation to the school board--LIVE STREAM](#)
 - [November 16, 2021 infographic for school board--DOCUMENT](#)
 - [November 16, 2021 GBOE Work Session--AGENDA](#)
 - November 19, 2021 GMSD's Weekly Roundup Newsletter (found on GMSD's website)
 - [November 30, 2021 Superintendent's Public Report--LIVE RECORDING](#)
 - [November 30, 2021 Superintendent's Public Report--DOCUMENT](#)
 - [December 3, 2021 Text Message and Email Notification detailing the revised the plan to public](#)
 - [December 3, 2021 Superintendent addresses the revisions in his GMSD Connection television show](#)

2. Describe how the LEA engaged at minimum 10% of the total stakeholders engaged vs. responses received in the development of the revised plan.

- Through the two-way communication tool, “Let Talk” platform, GMSD’s accounted for 3,865 interactions out of 13,897 notifications sent; accounting for approx. 28% engaged responses in November and December of 2021.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

- GMSD engaged stakeholders, including parents, teachers, students, government officials and other community members, through school board meetings (in-person, live streamed and posting on website for later review).
- GMSD engaged stakeholders through public work sessions and posting of video presentation along with the documents presented.
- GMSD weekly superintendent tv show addressed the final approval document highlighting ESSER revisions from the previous public report.
- GMSD also utilized engagement via text messaging and email notification through the “Let’s Talk” platform to students and parents.
- GMSD engaged stakeholders through the Weekly Roundup newsletter.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, town halls) to gain input from stakeholders in development of the revised plan.

- In-person Board of Education meetings.
- Website and social media platforms
- Text messages and email notifications via “Let’s Talk Platform”.
- GMSD Weekly Roundup newsletter
- Superintendent address in the weekly GMSD Connection television show.

Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload in the LEA document library and post to the LEA's website (February 1 and August 27). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development of the plan. This is not the same as providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation, and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through September 30, 2023 and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools and to ensure the plan is current. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: **Germantown Municipal School District**

Date: **January 20, 2022**

1. Describe how the LEA engaged in meaningful consultation with stakeholders in development of the revised plan.

- GMSD sends text messages daily with COVID notifications to parents and staff as well as updates via the COVID dashboard daily located on the district's website https://www.gmsdk12.org/apps/pages/index.jsp?uREC_ID=2177952&type=d&pREC_ID=2228036 When stakeholders reply to the notifications it puts them through to our Let's Talk System.
- The Let's Talk platform allows district leadership to engage in meaningful consultation and feedback with our stakeholders and community members on many topics, including the GMSD School Safety Plan. This platform allowed for a two-way dialogue between stakeholders and District Leadership on components of the plan that was considered when revising the plan.
- The District regularly received emails, phone calls, and scheduled several face-to-face meetings from stakeholders to gather feedback prior to revising the plan at the Germantown Board of Education Special Call Meeting on January 19, 2022.
- GMSD school board members welcomed citizens to attend and provide feedback at the school board meetings to share input and feedback on the plan prior to school board approval on December 14, 2021 (revised to include mask mandate on December 31, 2021).
- Parents and community members were in attendance at the January 19, 2022 Special Called Meeting as board members discussed and adopted the revised safety plan.
- The approved, revised safety plan is located on the district's website for review by stakeholders as well as presentations and discussions from December 14th, December 31st, and January 19th BOE meetings/special called meetings regarding the revision of the safety plan.

2. Describe how the LEA engaged the health department in the development of the revised plan.

- District staff participated in weekly phone calls with Shelby County Health Department (SCHD) concerning COVID-19. During these calls, district staff received updates on COVID-19 cases in Shelby County, engaged with health department officials, and received guidance regarding the district’s Safety Plan.
- After the plan was revised and approved by the BOE, it was submitted to SCHD for review.
- SCHD conducted routine inspections of our schools and provided oral and written reports to district staff regarding the implementation of the revised safety plan.

3. Provide to the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i>
<ul style="list-style-type: none"> • All safety policy changes have applied for all students inclusive of students with disabilities. If individual students have health and safety accommodations needs beyond district policies, those accommodations are addressed in the students Individual Education Plan.
<i>Physical distancing (e.g., use of cohorts/podding)</i>
<ul style="list-style-type: none"> • One of the key recommendations of the Shelby County Health Department and Center for Disease Control (CDC) is to provide 3 feet of social distancing when possible. • Students in classrooms maintain at least 3 feet of physical distance between students within classrooms when possible.
<i>Hand washing and respiratory etiquette</i>
<ul style="list-style-type: none"> • Schools provide opportunities for all students to take regular breaks to wash their hands throughout the day. Restrooms are regularly checked for necessary materials. Hand sanitizing stations have been placed throughout each building for students, staff, and visitors.
<i>Cleaning and maintaining healthy facilities including improving ventilation</i>
<ul style="list-style-type: none"> • Increased cleaning efforts have been outlined with our custodial service provider, SKB, to include multiple daily cleanings of common areas and increased efforts in each classroom. • GMSD employment of 6 day porters at each school building to both clean and monitor the increased cleaning effort protocols and ensure that their building is in alignment with district standards and COVID policies . • GMSD has purchased eight Clorox Total 360 Cleaning Systems. These systems are often used in hospitals to mitigate the spread of germs. High traffic areas are disinfected on a regular basis, and classrooms on a case-by-case basis. • All school HVAC systems have been upgraded with High-MERV filters. The MERV-13 filters are the industry standard in reducing particles and bacteria in the air. The HVAC systems also have the ability to circulate fresh air in programmed bursts through the building. GMSD has programmed fresh air in short, frequent bursts. • Schools provide opportunities for all students to take regular breaks to wash their hands throughout the day. Restrooms are regularly checked for necessary materials and sanitizing stations have been placed throughout each building.

Contact tracing in combination with isolation and quarantine

- COVID-19 Notifications, Quarantines, and Contact Tracing
 - GMSD sends text messages daily to stakeholders with COVID notifications broken down by school for students and staff as well as updates the COVID dashboard daily that is included on the district's website
(https://www.gmsdk12.org/apps/pages/index.jsp?uREC_ID=2177952&type=d&pREC_ID=2228036)
 - Due to privacy issues governed by law, the identity of person(s) with either suspected or positive cases of COVID-19 is not publicly shared. However, parents are reminded the importance that they report confirmed COVID-19 cases to the school so that proper protocols, tracing, and quarantines can be enacted.
- COVID Related Absences
 - When a student is identified as a direct contact to someone who has tested positive for COVID-19 or has tested positive and needs to quarantine according to the TN Health Department and/or Shelby County Health Department, absences will be excused. Teachers will offer access to lessons and materials to keep students on track during their absence. This access can include Schoology assignments, printed assignments, and/or video-recorded lessons.
 - Students may participate in learning activities each day while quarantined to remain on track with lessons/curriculum; however, they may also wait to submit assignments upon returning according to the [GMSD Grading Policy 4.600](#):
 - *In the event of an excused absence, students are expected to make up missed work within a reasonable amount of time as determined by the school policy, with a minimum of one day allowed for each day absent.*

Diagnostic and screening testing

- Schools will continue working with families to provide excused absences if students have been exposed to COVID-19 or if they are showing any symptoms.
- GMSD works with families to practice the necessary precautions and are ready to work with parents to keep all our students healthy.

Efforts to provide vaccinations to educators, other staff, and students, if eligible

- GMSD partnered with the Shelby County Health Department, Town of Collierville, and City of Germantown to provide a local vaccination site at Germantown Baptist Church for educators and staff in the Spring of 2020. Specific days and times were scheduled for educators, staff, and contractors who service GMSD.

Universal and correct wearing of masks

- Masks are highly recommended for all person(s) vaccinated and unvaccinated while indoors in a school building.
- GMSD School Board held a Special Called meeting on January 19, 2022 to review the safety protocols, specifically masking. The school board voted to change the district's masking policy from required to highly recommended.
- GMSD's updated policy for universal and correct wearing of masks is included in the GMSD Safety Plan on the districts website and communicated in GMSD's Weekly Roundup notifications to parents and staff via the Let's Talk Platform as updates to the safety plans are made.

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services to address the students' academic needs, and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.

- Germantown Municipal School System will continue to offer in-person, full-time instruction for the remainder of the 2021-2022 school year as required by the Governor and State Board of Education. Additionally, GMSD received state approval for a stand-alone virtual school for students in k-12 beginning the 2021-2022 school. Both instructional models includes programming and staffing to ensure that individual students' academic, social, emotional, mental health, and physical health needs are met. In-person learning is inclusive of meeting students nutritional and transportation needs. GMSD's Back to School Safety Plan includes up-to-date guidelines and protocols for students and staff which supports both in-person learning and virtual learning for students enrolled in the state approved stand alone virtual school.

1.19.22 RATIONALE FOR REVISION OF POLICIES

First Reading 1.25.22 / Second Reading 2.22.22 * Policies will be uploaded in BOE Connect in Numerical Order

1. **Revision Policy 1.100 School Board Legal Status and Authority-** Cosmetic (capitalization/cleaned-up citations).
2. **Revision Policy 1.101 Role of the Board-Cosmetic** (capitalization/cleaned-up citations/change titles to “Superintendent”); removed superfluous language.
3. **Revision Policy 1.102 Board Members Legal Status-Cosmetic** (capitalization/cleaned-up citations); added language to account for other requirements of State law in regard to candidacy, if applicable (ex: primaries); added statutory language.
4. **Policy 1.105 School Board Legislative Involvement – Reviewed and No changes** recommended.
5. **Revision Policy 1.1061 Boardmanship Code of Ethics- Cosmetic** (changed titles to “Superintendent”).
6. **Revision Policy 1.107 Board Member Conflict of Interest- Cosmetic** (capitalizations/cleaned-up citation).
7. **Revision Policy 1.108 Nepotism-Cosmetic** (capitalizations/cleaned-up citation); made applicable to City governing body because it had been omitted; added statutory language regarding qualifications; clarified the object of whose household is covered.
8. **Revision Policy 1.200 Method of Election of Officers-Cosmetic** (capitalization/cleaned up citation); removed vague language concerning eligibility for re-election; removed obsolete language regarding organizational meeting.
9. **Revision Policy 1.201 Duties of Officers-Cosmetic** (capitalization/ cleaned-up citations/changed title to “Superintendent”); changed valuation regarding surplus property to reflect law change.
10. **Revision Policy 1.202 Duties of Board Members-Cosmetic** (capitalization; cleaned-up citation; changed title to “Superintendent”).
11. **Revision Policy 1.204 Board Member Development Opportunities- Cosmetic** (cleaned-up citations; changed title to “Superintendent”).

1.19.22 RATIONALE FOR REVISION OF POLICIES

12. **Revision Policy 1.205 Superintendent Relations-Cosmetic** (changed title to “Superintendent”).
13. **Revision Policy 1.300 Board Committees-Cosmetic** (capitalization/cleaned-up citation).
14. **Revision Policy 1.302 School Attorney- Cosmetic** (cleaned-up citations).
15. **Revision Policy 1.303 Consultants-** Removed superfluous language.
16. **Revision Policy 1.404 Appearances Before the Board-Cosmetic** (capitalization); changed “on the form” to specify the name of the form, i.e. “Public Comment Form”.
17. **Revision Policy 1.405 Rules of Order-Cosmetic** (capitalization/cleaned-up citations/ moved language from paragraph to another paragraph to make the policy read better); added statutory language regarding roll call votes and voice votes for purposes of clarity.
18. **Revision Policy 1.406 Board Meeting Minutes-Cosmetic** (cleaned-up citations/capitalization/changed title to “Superintendent”).
19. **Revision Policy 1.503 News Releases News Conferences and Interviews- Cosmetic** (capitalization/changed title to “Superintendent”); eliminated vague language to provide clarity.
20. **Revision Policy 3.601 Fringe Benefits-** The 8th line of the policy explains that this policy is subject to modifications at any time, but yet goes on to provide specific benefit terms. This policy, as presently written has an inordinate amount of description for a policy of this type, which as stated in the policy itself can be modified at any time. The proposed changes are made to be more in line with most policies of this type. Plan benefits are available to all employees in the plan document and information provided annually by HR.
21. **Revision Policy 3.602 Workers’ Compensation-Cosmetic** (cleaned-up citations/added missing words to complete sentence); updated this policy to comport with the actual application of workers’ compensation laws at GMSD (ex: titles of those persons to whom reporting should be made); also added statutory language regarding workers’ compensation exclusions.
22. **Revision Policy 4.605 Graduation Requirements-**deleted obsolete language in that language in the policy has been removed from State rule; Cosmetic (cleaned-up citations).

1.19.22 RATIONALE FOR REVISION OF POLICIES

23. **Revision Policy 5.204 Advanced Degrees-Cosmetic** (cleaned-up citation); provided clarity from “HR” to “GMSD Human Resources Office”.
24. **Revision Policy 6.206 Transfers Within the System**-added new statutory language regarding posting available spaces; removed language regarding procedure in that the policy provides said guidance.

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date: 2/**/2022 12/02/13
		Rescinds:	Issued:

1 The legal basis for education in the Germantown Municipal School District is expressed in the
2 Tennessee Constitution, state statutes, and city ordinances as interpreted by the courts. The official
3 name of the school district shall be Germantown Municipal School District. Boards are instruments
4 of the state, and members of the Board are state officers representing local citizens and the state in
5 the management of the public schools.¹

6 The governing body shall be the Germantown Board of Education, serving residents within the
7 boundaries of the City of Germantown and non-residents under conditions specified by state law
8 and the Board.²

9 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
10 authority over school system affairs only as they vote to take action at an official meeting of the Board.

11 In other instances, an individual board member, including the Chairman, shall have power only when
12 specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References

1. ~~TCA 49-1-101; TCA 49-1-102 (e)~~
2. ~~TCA 49-6-3104~~
T.C.A.49-1-102
T.C.A.49-2-201

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Role of the Board</h2>	Descriptor Code: 1.101	Issued Date: 2/**/22 02/20/18
		Rescinds: 1.101	Issued: 12/02/13

1 The Board will be guided by the general mandatory powers and duties of the Board as defined through
 2 statute which state or imply that a local Board of Education has full power to operate the local public
 3 schools as it deems fit in compliance with state and federal mandates.⁺ The Board functions only when
 4 in session.

5 The Board sees these as its required functions:

6 **1. Policy Oversight:**² The Board shall develop a policy manual and employ a ~~chief school administrator~~
 7 **Superintendent** who shall carry out its policies through the development and implementation of
 8 administrative procedures. The Board shall regularly evaluate the effectiveness of its policies and their
 9 implementation.

10 **2. Educational Planning:**³ The Board shall work ~~and work~~ through the ~~Director of Schools~~
 11 **Superintendent** to deliver continuous improvement of the educational program.

12 **3. Fiscal Planning:**⁴ The Board shall adopt a budget to provide the necessary funding in terms of
 13 buildings, staff, materials and equipment to enable the school system to carry out its functions.

14 **4. Vision Development:** The Board shall create a vision for the school system and ensure that the
 15 vision becomes a reality through the development and regular monitoring of long range plans.

16 **5. Promotion:** The Board shall keep the local community informed about the school system, its
 17 accomplishments, and its actions and build public support for the schools by involving the public in the
 18 planning process to the extent possible.

19 The Board shall strive to provide the best educational opportunities possible for all children it serves.
 20 ~~The Board shall exercise its powers through the enactment of policies for the organization and operation~~
 21 ~~of the school system.~~ The Board shall delegate the administration of the schools to the ~~director of~~
 22 ~~schools~~ **Superintendent.**

Legal References

1. T.C.A 49-2-203
2. T.C.A 49-2-207
3. ~~TCA 49-1-302(a)(1)-(3); TRR/MS 0520-02-01-01~~
4. ~~TCA 49-2-203(a)(10)(A)(i); TCA 49-1-302(a)(4)~~

Cross-References

- | | |
|-------------------------------------|----|
| Policy Development & Adoption 1.600 | 23 |
| Administrative Procedures 1.601 | |
| School District Goals 1.700 | 24 |
| School District Planning 1.701 | |
| Annual Operating Budget 2.200 | |

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

1 The legal status of Board members shall be as follows:¹

2 NUMBER

3 The Board is composed of five (5) members. A quorum of three (3) members is required to conduct
4 business.

5 QUALIFICATIONS

6 Members of the Board shall be residents of the City of Germantown and elected at large on a non-
7 partisan basis¹ and shall be citizens of recognized integrity, intelligence, and ability to administer
8 the duties of the office.² To qualify as a candidate, an individual must show proof of graduation from
9 high school or receipt of a G.E.D. and otherwise meet all other requirements of applicable State law at
10 the time one seeks election. No member of the Germantown Board of Mayor and Aldermen shall
11 be eligible for election as a member of the ~~city Board of Education~~ Germantown Municipal Board of
12 Education.

13 TERMS OF OFFICE

14 Members of the board shall serve four (4) year terms.⁴

15 VACANCIES

16 Vacancies shall be declared to exist on account of death, resignation, removal from the district
17 which elected him, removal from the school system,³ if the Board member ceases to be a resident of
18 the City of Germantown, or through due process proceedings.⁴

19 When a vacancy occurs, the unexpired term shall be filled by the Germantown Board of Mayor
20 and Aldermen.⁵ Such appointment shall continue until the next regular election.⁵

Legal References

1. T.C.A 8-47-101

2. T.C.A 49-1-611

3. T.C.A 49-2-201

4. T.C.A 49-2-202 (a)(1)

5. ~~TCA 8-48-101(3); TCA 42-2-202(e)(2)~~

6. ~~TCA 8-47-101; TCA 49-1-611~~

7. ~~TCA 49-2-202(e)~~

No changes

Germantown Municipal School District			
Monitoring: Review: Annually, in November	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 12/02/13
		Rescinds:	Issued:

1 The Board shall work for the passage of new laws designed to advance the cause of improving public
2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing
3 laws and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation.
- 6
- 7 2. The Board shall work with other school boards in the state, other local officials, and the
8 community groups in creating public awareness and support for legislative priorities; and
9
- 10 3. The Board shall annually select one (1) of its members to serve as its representative to the
11 Tennessee Legislative Network (TLN).

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Boardmanship Code of Ethics	Descriptor Code: 1.1061	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a
2 guide to its members as they provide educational leadership for the youth of our state.

3 **ARTICLE I. MY RELATIONS TO THE CHILDREN**

4 Section 1. I will at all times think in terms of “children first,” always determining
5 how my actions and decisions will affect the education and training of
6 children.

7 Section 2. I will seek to provide equal educational opportunities for all children in
8 the district regardless of ability, race, color, sex, creed or location of
9 residence.

10 **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

11 Section 1. I will endeavor to appraise fairly both the present and future
12 educational needs of the community and to support improvements as
13 finances permit.

14 Section 2. I will represent at all times the entire school community and refuse
15 to represent special interests or partisan politics.

16 Section 3. I will endeavor to keep the community informed about the progress
17 and needs of the schools.

18 **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

19 Section 1. I will support the employment of those persons best qualified to serve
20 as employees and insist on a regular and impartial evaluation of all
21 staff.

22 Section 2. I will support and protect personnel in performance of their duties.

23 Section 3. I will not criticize employees publicly but will make such criticism to
24 the director of schools for investigation and action if necessary.

1 **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

2 Section 1. I will recognize that authority rests only with the Board in
3 official meetings and that the individual member has no legal
4 status outside of such meetings.

5 Section 2. I will refuse to make promises as to how I will vote on a matter
6 that will come before the Board. I will make decisions only after
7 a complete discussion of items at a board meeting.

8 Section 3. I will respect the opinion of other members and will accept the
9 principle of "majority rule."

10 **ARTICLE V. MY RELATIONS WITH THE ~~DIRECTOR OF SCHOOLS~~**
11 **SUPERINTENDENT**

12 Section 1. I will support the full administrative authority as well as
13 responsibility for the ~~director of schools~~ Superintendent to
14 properly discharge all professional duties.

15 Section 2. I will hold the ~~director of schools~~ Superintendent accountable
16 for working with staff and requiring them to work within the
17 framework of policies set up by the Board.

18 Section 3. I will refer all complaints and concerns to the director of
19 schools.

20 **ARTICLE VI. MY RELATIONS TO MYSELF**

21 Section 1. I will educate myself about my duties and responsibilities and
22 current educational issues by individual study and through
23 participation in programs providing needed information, such
24 as those sponsored by my state and national school boards
25 associations.

26 Section 2. I will avoid conflicts of interest, and I will refrain from using my
27 position on the Board for personal or partisan gain.

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Board Member Conflict of Interest	Descriptor Code: 1.107	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

1 A Board Member shall not be directly interested in any contract in which the Board may be
2 interested. "Directly interested" means any contract with the Board Member or with any business in
3 which the Board Member is sole proprietor, a partner, or the person having controlling interest.
4 "Controlling interest" shall include the individual with the ownership or control of the largest number
5 of outstanding shares owned by any single individual or corporation.

6 This policy shall not prohibit any Board Member from voting on the school budget or any budget
7 amendments, unless the vote is on a specific budget amendment in which such Board Member is
8 directly interested.

9 A Board Member shall not be indirectly interested in any contract in which the Board may be
10 interested unless the Board Member publicly acknowledges such interest. "Indirectly interested" means
11 any contract in which the Board Member is interested but not directly so, as defined above, including
12 contracts in which the Board Member may have a direct interest but is the sole supplier of goods or
13 services in the County.

14 Any Board Member who is an employee of the county/city and whose employment predates his/her
15 initial election/appointment to the Board may vote on matters in which he/she has a conflict of
16 interest if the member informs the Board immediately prior to the vote as follows: "Because I am
17 an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be
18 voted. However, I declare that my argument and my vote answer only to my conscience and to my
19 obligation to my constituents and the citizens the Board represents." The vote of any Board Member
20 having a conflict of interest who does not inform the Board of such conflict shall be void if challenged
21 during the same board meeting at which the vote was cast and prior to the transaction of any further
22 business by the Board.

23 Any Board Member who is also an employee of the county/city and whose employment began on
24 or after the date on which he/she was initially elected/appointed to serve on the Board shall not vote on
25 matters in which he/she has a conflict of interest.

26 If a Board Member has a conflict of interest in a matter to be voted on by the Board, he/she may
27 abstain for cause by announcing such to the Chairman. Any Board Member who abstains from voting
28 for cause on any issue coming to a vote before the Board shall not be counted for the purpose of
29 determining a majority vote.[†]

1 **PENALTY FOR UNLAWFUL INTEREST**

2 If a Board Member becomes directly or unlawfully indirectly interested in any such contract, he/she
3 shall forfeit all pay and compensation and shall be dismissed from the Board and be ineligible to serve
4 in the same or similar position for ten (10) years.⁺

Legal References

⁺ T.C.A. 12-4-101, 102

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Nepotism</h2>	Descriptor Code: 1.108	Issued Date: 2/**/22 05/19/14
		Rescinds:	Issued:

1 Whenever a person is considered by the Superintendent for initial employment in the system and that
 2 person is related to a member of the Board, Superintendent, an administrator in the system, a County
 3 Commissioner, ~~or~~ any appointed or elected County official, or any elected official of the City of
 4 Germantown the ~~relationship~~ Superintendent shall ~~be publicly made know to~~ notify the Board ~~prior to~~
 5 ~~the employment of such person.~~[†] that there is an intent to hire the relative. In giving such notice, the
 6 Superintendent shall certify that the prospective employee is duly qualified by training and/or licensure
 7 to occupy the position.

8 If a member of the Board has a relative who is an employee in the system, prior to voting on any
 9 matter of business that may have an effect upon the employment of the relative, the member shall
 10 declare such relationship. In making such a declaration, the member shall certify that his/her vote on
 11 the pending matter will ~~not~~ be in the best interest of the school system.[†]

12 No person shall supervise or be supervised by an employee if he/she is related to the employee.

13 For purposes of this policy, the terms “related to” and “relative” include the following relationships:
 14 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
 15 sister, uncle, aunt, nephew, niece, or any person who resides in the same household as any of the
 16 persons listed in the first paragraph of this policy.

Legal References

† T.C.A. 49-2-202(a)(3)

Cross-References

Assignment/Transfer 5-115

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Method of Election of Officers</h2>	Descriptor Code: 1.200	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

- 1 The Germantown Board of Education shall at the first regular meeting each December administer the
- 2 oath to any newly elected members and elect officers.

- 3 Officers of the Board shall be a Chair,⁺ Vice Chair, and a TLN representative. The term of the office
- 4 of the Chair will be a one-year term and limited to two consecutive terms. In the event that an
- 5 officer's seat on the Board is vacated, the Board shall elect a successor to serve the remainder of
- 6 the officer's term. ~~Each board officer shall be eligible for re-election.~~

- 7 ~~If no officer of the Board is serving at the time of the organizational meeting, any member shall call~~
- 8 ~~the meeting to order and preside until a chairman is elected as the first order of business.~~

Legal References

+ T.C.A. 49-2-202(e)(2)

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

1 CHAIR

2 The Chair of the Board shall have the following duties:

- 3 1. To assist the ~~director of schools~~ Superintendent in preparing meeting agendas;
- 4 2. To preside at all meetings of the Board;⁺
- 5 3. To appoint committees authorized by the Board;⁺
- 6 4. To function as Chairman of the Executive Committee;⁺
- 7 5. To countersign all warrants authorized by the Board and issued by the ~~director of schools~~
8 Superintendent for all expenditures of the school system;⁺
- 9 6. To conduct Board hearings;²
- 10 7. To prepare the school budget with the ~~director of schools~~ Superintendent;³
- 11 8. To authorize the use of mechanical check-writing equipment;⁴
- 12 9. To certify the value of surplus property valued less than ~~\$250~~ 500;⁵
- 13 10. To coordinate the evaluation of the ~~Director of Schools~~ Superintendent; and
- 14 11. To carry out other such duties as may be assigned by the Board.

15 VICE CHAIR

16 The Vice Chair shall assume the duties of the Chairman in his/her absence or function as the Chair
17 until a new Chair can be elected in the event the Chairman is incapacitated or the office becomes
18 vacant.

19 SECRETARY

20 The ~~director of schools~~ Superintendent, as the Executive Officer of the Board, shall serve as Secretary
21 to the Board. He/ she shall conduct all correspondence of the Board, keep and preserve all of its
22 records, receive all reports acquired by the Board, and see that such reports are in proper form.⁶
23 He/she has the right to advise on any question under consideration but has no vote.

24 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides
25 with the ~~director of schools~~ Superintendent.

Legal References

- 1. T.C.A. 49-2-205
- 2. T.C.A. 49-5-512(e)
- 3. T.C.A. 49-2-203(a)(10)(A)(i)
- 4. T.C.A. 49-2-113
- 5. T.C.A. 49-6-2007(d)(2)
- 6. T.C.A. 49-2-301(b)(1)(C)

Cross-References

- Role of the Board of Education 1.101
- Duties of Board Members 1.202
- Annual Operating Budget 2.200
- Separation Practices for Tenured Teachers 5.200

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Duties of Board Members</h2>	Descriptor Code: 1.202	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

- 1 The duties of an individual Board Member shall be as follows:
- 2 1. To become familiar with education laws, rules and regulations of the State Board of
 - 3 Education and the State Department of Education, and school board policies;
 - 4
 - 5 2. To participate in State-mandated board training;⁺
 - 6
 - 7 3. To have a general knowledge of the educational aims and objectives of the system;
 - 8
 - 9 4. To work harmoniously with other Board Members without trying either to dominate the
 - 10 Board or neglect his/her share of the work;
 - 11
 - 12 5. To vote and act impartially for the good of the school system;
 - 13
 - 14 6. To accept the will of the majority vote in all cases and give support to the resulting action;
 - 15
 - 16 7. To represent the Board and the school system to the public in such a way as to promote
 - 17 both interest and support; and
 - 18
 - 19 8. To refer complaints to the ~~director of schools~~ Superintendent and to abstain from
 - 20 individual counsel and action in regard to staff members.

Legal References

~~+~~ T.C.A. 49-2-202(a)(6); TRR MS 0520-01-02-11

Cross-References

~~Role of the Board of Education 1.101~~
~~Code of Ethics 1.106~~

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date 2/**/22 08/24/21
		Rescinds: 1.204	Issued: 12/02/13

1 The Board shall participate in activities designed to assist board members in improving their skills
2 as members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the
4 Board establishes these principles and procedures for its guidance:

- 5 1. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as
6 a whole shall retain the authority to approve or disapprove the participation of members in
7 planned activities;
- 8 2. Reimbursement to board members for their travel expenses shall be in accord with the travel
9 expense policy for staff members;[†]
- 10 3. When a conference, convention or workshop is not attended by the full Board, those
11 participating should share information and materials acquired at the meeting.
12
13

14 **APPLICABLE UNTIL JULY 1, 2022^{2,3}**

15 All newly-elected Board Members shall attend a fourteen (14) hour orientation during their first year in
16 office. The School Board Academy shall be administered by the State Department of Education.

17 The annual program of the School Board Academy will consist of modules approved by the State Board
18 of Education. The Tennessee School Boards Association (TSBA) shall develop and conduct the majority
19 of the approved modules.

20 **EFFECTIVE JULY 1, 2022^{2,3}**

21 Beginning on July 1, 2022, newly elected or newly appointed Board Members shall, at a minimum,
22 participate in twenty-one (21) hours of training during their first year in office. The twenty-one (21)
23 hours shall include fourteen (14) hours of orientation training courses covering topics outlined below;
24 however, if a new Board Member has been elected to the Board with a break in service of more than
25 four (4) years, the new Board Member may choose to substitute any orientation training course with any
26 other approved training course to count toward the required fourteen (14) hours of orientation training.
27 The remaining seven (7) hours shall be selected from any additional approved training course(s). All
28 required training hours shall be completed within twelve (12) months of joining the School Board.

29 The content of the training courses shall cover the following topics:

- 1 i. Education's governance structure;
- 2 ii. School data and finance;
- 3 iii. Communication and engagement;
- 4 iv. Board policies;
- 5 v. Strategic planning;
- 6 vi. School law;
- 7 vii. Board/~~Director of Schools~~ Superintendent relations;
- 8 viii. Board/staff relations;
- 9 ix. Board/student relations;
- 10 x. Tennessee open meetings and open records requirements; and
- 11 xi. Conflict of Interest and ethics.

12 All training courses shall be approved by the State of Tennessee Board of Education.

13 **Effective until July 1, 2022:**^{2,3}

14 Every Board Member shall participate annually in seven (7) hours of training provided by the School
15 Board Academy. The School Board Academy shall be administered by the State Department of
16 Education.

17 **Effective July 1, 2022:**^{2,3}

18 Effective July 1, 2022, Board Members with one (1) or more years of service with a break in service of
19 no more than four (4) years shall, at a minimum, complete seven (7) hours of training each fiscal year.
20 Said Board Members shall select any training course approved by the Tennessee State Board of
21 Education to meet the seven (7) hours of training required.

Legal References

1. T.C.A. § 49-2-2001(e)
2. T.C.A. § 49-2-202
3. TRR/MS 0520-01-02-.11

Cross-References

- Board Self-Evaluation 1.103
- Memberships 1.104
- School Board Legislative Involvement 1.105
- School District Goals 1.700
- School Calendar 1.800
- Expenses and Reimbursements 2.804

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Board - Superintendent Relations	Descriptor Code: 1.205	Issued Date: 2/**/22 12/03/13
		Rescinds:	Issued:

1 The Board is hereby declared to be a policy determining body and the ~~director of schools~~
 2 **Superintendent** shall be the executive officer of the Board having all powers and authorities usually
 3 attached to such position.

4 The Board shall approve an annual budget with major categories and line items as well as develop a
 5 policy manual for the operations of schools. The ~~director of schools~~ **Superintendent** shall develop
 6 forms and procedures to comply with the approved budget and implement Board policies.

~~Cross-References~~

~~Role of the Board of Education 1.101~~
~~Evaluation of the Director of Schools 5.803~~

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Board Committees</h2>	Descriptor Code: <h3 style="text-align: center;">1.300</h3>	Issued Date: 2/**/22 <h3 style="text-align: center;">12/02/13</h3>
		Rescinds:	Issued:

1 The Board shall operate without standing committees, except for the Executive Committee; however,
 2 special committees composed of Board Members may be appointed by the Chairman at the direction
 3 of the Board and as the needs of the Board shall require.¹ Such committees shall be discharged when
 4 the work is finished or earlier by a majority vote of the entire Board. All reports by special
 5 committees shall be made directly to the Board.

- 6 1. A special committee serving in an advisory capacity shall ordinarily consist of less than a
 7 quorum of Board Members;
- 8 2. The committee will be advisory only;
- 9 3. Issues to be discussed by the committee must be approved in advance by the entire Board;
- 10 4. A committee shall serve no longer than the annual organization meeting of the Board
 11 unless reappointed to finish a designated task; and
- 12 5. Committee meetings shall be held in accordance with the Open Meetings law.²

Legal References

1. T.C.A. 49-2-205(2)
 2. T.C.A. 8-44-102

Cross References

Duties of Officers 1.201
 School Board Meetings 1.400
 Public Hearings 1.401

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: School Attorney	Descriptor Code: 1.302	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

- 1 The Board shall employ an attorney to advise or represent the board in legal matters which arise
- 2 concerning the school system.[†]

Legal References

† T.C.A. 49-2-203(b)(5)

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date 2/**/22: 12/02/13
		Rescinds:	Issued:

1 The Board may occasionally engage the services of qualified professional consultants.

2 Before engaging any consultant, the Board will require submission of a written proposal which can
3 be incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will
4 detail:

5 1. The specific objectives to be accomplished by the consultant;

6

7 2. The specific tasks to be performed;

8

9 3. The procedures to be used in carrying out the tasks;

10

11 4. The target dates for the completion of tasks;

12

13 5. The method to be used to report results to the Board and/or to deliver any “product” to the Board;
14 and

15

16 6. The cost of the consultant and tasks to be performed.

17 ~~To the extent necessary, the director of schools will establish procedures to develop an efficient~~
18 ~~working relationship between the consultant and the Board and / or staff members.~~

Cross References

Bids and Quotations 2.806

Purchase Orders and Contracts 2.808

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: <h2 style="text-align: center;">Appearances Before the Board</h2>	Descriptor Code: 1.404	Issued Date: 2/**/22 10/26/21
		Rescinds: 1.404	Issued: 12/02/13

1 Tennessee law makes no specific provisions for the participation of the public at meetings of local Boards
 2 of Education.

3 If an Individual wishes to address the Board, he/she ~~may sign up on the form~~ shall submit a “Public
 4 Comment Form” provided before the beginning of the Board meeting to request time to speak.
 5 Delegations must select only one individual to speak on their behalf unless otherwise determined by
 6 the Board.

7 Speakers will be introduced by the Chairman of the Board in order of the names appearing on the ~~sign-~~
 8 ~~up form~~ “Public Comment Form”.

9 Each person speaking shall state his/her name, address, and subject of presentation. Remarks will be
 10 limited to three (3) minutes unless time is extended by the Board or otherwise reduced by the Chairman
 11 to reflect the number of citizens to be heard. Speakers are asked to refrain from using names of
 12 personnel or names of persons connected with the school system when lodging a complaint. However,
 13 after the meeting has concluded, the speaker may supply to the Board Chairman the names of the persons
 14 about whom the complaint is being lodged and the name will be shared by the Chairman with other
 15 members of the School Board. The Chair shall have the authority to terminate the remarks of any
 16 individual who is disruptive or does not adhere to Board rules.

17 Speakers will not be permitted to use obscene language when making their comments.

Legal References

T.C.A. § 39-17-306

Cross-References

- ~~School Board Meetings 1.400~~
- ~~Agendas 1.403~~
- ~~Complaints About School Personnel 5.502~~

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date: 2/**/22 12/02/13
		Rescinds:	Issued:

1 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern
2 the Board in all cases to which they are applicable, except as otherwise provided by any statutes
3 applicable to the Board, or by policies of this Board. ~~including the following exceptions:~~

4 VOTING METHOD

5 When a formal vote is taken on any question brought before the Board, the decision shall be made
6 on the basis of a majority of the membership of the Board.⁺

7 All votes of the Board shall be by public vote or public roll call. No secret votes shall be used. "Public
8 Vote" means a vote in which the "Aye" faction vocally expresses its will in unison and in which the
9 "Nay" faction subsequently expresses its will in unison.

10 Roll call votes will be used at the discretion of the Chair or upon the request of any Board
11 Member. Each Board Member's vote shall be recorded in the minutes on a roll call vote. Upon
12 request, any Member's individual vote may be recorded in the minutes. ~~No secret votes shall be~~
13 ~~used.~~²

14 CHAIR'S PARTICIPATION

15 The person chairing a meeting may participate in discussion, make motions, and vote on all issues
16 as any other Board Member without relinquishing the Chair.³

17 SUSPENSION OF RULES

18 Rules of Order may be suspended by a majority vote of the membership at any regular or special
19 meeting.

20 CHALLENGES

21 Procedural challenges to the Rules of Order must be made in a timely manner and not later than the
22 next successive meeting.

Legal References

- 1. T.C.A. 49-2-202(g)
- 2. T.C.A. 8-44-104(b)

~~3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)~~

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: <div style="text-align: center; background-color: yellow;">Board Meeting Minutes</div>	Descriptor Code: <div style="text-align: center;">1.406</div>	Issued Date: <div style="text-align: center;">2/**/22 12/02/13</div>
		Rescinds:	Issued:

1 The ~~director of schools~~ Superintendent shall keep, or cause to be kept, complete and accurate minutes
 2 of all meetings of the Board.¹ A draft of the minutes of the previous meeting shall be sent to all Board
 3 Members with the agenda for the upcoming meeting. Following their approval by the Board, the
 4 minutes shall be signed by the Chair and ~~director of schools~~ Superintendent. The minutes shall become
 5 permanent records of the Board and shall be made available to interested citizens and the news media
 6 upon request and posted on the school district website.^{2,3} A copy shall be sent to all Board Members,
 7 the President of the local education association, and to each of the schools no more than thirty (30) days
 8 after approval by the Board.⁴

9 The minutes shall include:

- 10 1. The nature of the meeting (regular or special), time, place, date, Board Members present or
 11 absent, and the approval of the minutes of the preceding meeting;²
- 12
- 13 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together
 14 with the names of the members making and seconding the motions, and a record of the
 15 members voting “yes” and “no” in the event of a roll call vote;²
- 16
- 17 3. Names of persons addressing the Board and the purpose of their remarks; and
- 18
- 19 4. A brief account of those items discussed, and whether or not any motions were made regarding
 20 those items.

Legal References

- 1. T.C.A. 8-44-104
- 2. T.C.A. 10-7-503(a)(1)(B), (2)(B)(i) (iii)
- 3. T.C.A. 49-2-203(a)(1)
- 4. T.C.A. 49-2-301(b)(1)(C)-(D)

~~Cross-References~~

~~Duties of Officers 1.201~~

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: <h2 style="text-align: center;">News Releases, News Conferences, and Interviews</h2>	Descriptor Code: <h3 style="text-align: center;">1.503</h3>	Issued Date: 2/**/22 <h3 style="text-align: center;">12/02/13</h3>
		Rescinds:	Issued:

- 1 ~~The release of official news from the system and schools shall be coordinated as follows:~~
- 2 1. The Board Chairman will be the official spokesman for the Board;
- 3
- 4 2. News releases ~~which are of a system-wide nature or pertain to established system policy~~
 5 pertaining to GMSD are the responsibility of the ~~director of schools~~ Superintendent or a
 6 designated member of ~~the~~ his/her administrative staff. ~~;~~ and
- 7
- 8 3. News releases which are of concern to only one school or to an organization of one school
 9 ~~are the responsibility of~~ may also be made by the Principal of that particular school.
- 10 When individual Board Members or the ~~director of schools~~ Superintendent express their views on any
 11 issue which is in opposition to a view expressed ~~in board policy~~ by the Board's majority, they have the
 12 duty to make clear that the view expressed is not the official view of the Board or school system.

Cross-References

~~Board-Community-Relations-1.500~~
~~Board-Meeting-News-Coverage-1.502~~
~~Crisis-Management-3.203~~

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: Fringe Benefits	Descriptor Code: 3.601	Issued Date: 2/**/22 07/18/17
		Rescinds:	Issued: 06/02/14

1 **Purpose:**

- 2 • To ensure that fringe benefits are available to eligible employees
- 3
- 4 • To provide guidelines for establishing and administering employee fringe benefits

5 **Scope:**

- 6 • This policy applies to full-time employees and eligible retirees

7 **Policy Statement and understandings:**

- 8 • Benefits provided by GMSD are subject to modifications at any time, including, but not limited
- 9 to, modification of insurance coverage, plan design, covered services, premiums, and
- 10 contributions. Additionally, GMSD reserves the right to amend or terminate any benefit plan at
- 11 any time.
- 12
- 13 • Nothing in this policy creates a vested right to any of the benefits described in this policy.
- 14
- 15 • Written notification to employees will be provided prior to any changes and/or modifications
- 16 being made.

17 **I. Employee Healthcare/Medical Insurance Benefits and the administration thereof:**

- 18 • All full-time employees are eligible to participate in the voluntary group healthcare insurance
- 19 plans provided by GMSD. A full-time employee is one who regularly works a minimum of 30
- 20 hours per week. Part-time, seasonal and temporary employees are not eligible.
- 21
- 22 • Application for healthcare coverage for the full-time employees and eligible family members
- 23 must be made within thirty (30) days of the following: Date of hire, change from an ineligible
- 24 to eligible employment status (i.e. part-time to full-time) and any eligible qualifying events as
- 25 defined by COBRA under the umbrella of the Employee Benefits Security Administration.
- 26
- 27 • GMSD and the employee shall share in the cost for employee health insurance coverage. The
- 28 GMSD school board's contribution amount will be determined annually. The employee's
- 29 portion of the coverage shall be paid through payroll deduction over twenty (20) semi-monthly

1 payments. ~~Once employees elect to participate in an individual and/or family healthcare plan~~
 2 ~~the following will occur:~~

- 3 ~~○ Payroll deductions shall be made on a pre-tax basis unless otherwise requested by the~~
 4 ~~employee.~~
- 5
- 6 ~~○ Coverage shall become effective the first day of the month following (30) days of~~
 7 ~~employment period and expire on the last day of the month during which the employee~~
 8 ~~terminates from service with GMSD.~~
- 9
- 10 ~~○ If an employee decides to retire or resign at the end of a school year, the healthcare~~
 11 ~~benefit will last until the end of the plan year, August 31.~~
- 12

- 13 • Dental and Vision
 - 14 ○ Optional dental and vision plans are also available through GMSD at a group rate. The
 - 15 employee shall bear the total cost (100%) of dental and vision insurance if he or she
 - 16 elects to participate in these plans.
 - 17
- 18 • Open enrollment dates will be announced on an annual basis.

19 II. Life Insurance – Employee and Dependent

- 20 • Employee Life insurance
 - 21 ○ All full-time employees are provided the amount of (2) times their annual base salary
 - 22 rounded to the nearest one thousand dollars (\$1,000) to a maximum benefit of three-
 - 23 hundred-thousand dollars (\$300,000). ~~An equal amount of~~ Accidental Death and
 - 24 Dismemberment coverage is also provided to covered employees. This benefit is
 - 25 covered 100% by GMSD.
 - 26
- 27 • Additional Supplementary Life Insurance
 - 28 ○ All full-time employees are eligible to participate in the voluntary group life insurance
 - 29 plan provided by GMSD. The employee shall bear the total cost (100%) of the
 - 30 additional supplementary life insurance if he or she elects to participate in this plan.
 - 31 ○ Life insurance application coverage (employee and eligible dependents) must be made
 - 32 within thirty (30) days of employment. ~~Coverage shall become effective the first day of~~
~~the month following (30) days of employment period and expire on the last day of the~~
~~month during which the employee terminates from service with GMSD. Details~~
~~regarding life insurance coverage for eligible GMSD employees are available in the~~
~~Certificate of Coverage, located in the Human Resources Department.~~
 - 33
 - 34
 - 35
 - 36
 - 37
- 38 • Dependent life insurance
 - 39 ○ Dependent life insurance may also be purchased for additional life insurance coverage
 - 40 for eligible dependents. The total cost (100%) for additional coverage shall be paid by
 - 41 the employee through payroll deductions.

42 III. Retiree Healthcare/Medical Insurance Benefits and the administration thereof:

- 1 • Former employees who are classified as retirees on, or before, September 1, 2017 will continue
2 to pay retiree premium rates as full-time employees for health care benefits up until he or she is
3 Medicare eligible.
- 4 • Those former employees who are classified as retirees on, or before, September 1, 2017, that
5 become Medicare eligible have the option to continue current coverage with the premium share
6 for supplementary Medicare insurance with the employer or opt to receive a taxed monthly
7 stipend of \$150.00 per individual or \$300.00 per family.
- 8
- 9 • ~~All-inclusive for Tiers I, II, and III defined under section Specifications:~~ Upon meeting
10 applicable retirement eligibility requirements and submitting one's retirement, the current
11 retiree who decides to secure a job with another employer that provides medical health
12 insurance will become ineligible to participate in the GMSD other post-employment health
13 benefit coverage until notification is provided by his or her current employer that they have
14 resigned from their current position. Once this has been verified, he or she, can now ~~bounce~~
15 ~~return~~ back to the GMSD OPEB benefit in the same Tier status as when they initially retired
16 with GMSD, provided such reinstatement is permitted by the then-current healthcare plan
17 provider. ~~There is the understanding that~~ A health questionnaire may be requested to be
18 submitted upon his or her return to the plan.
- 19
- 20 • To qualify for any post-retirement health benefit, a full-time employee must be enrolled in
21 GMSD's plan a one full year, twelve (12) consecutive months, immediately prior to retirement.
- 22
- 23 • Any new employee hired for the school year beginning July 1, 2017 or thereafter, will not be
24 provided with an other post-employment benefit.

25 Specifications:

- 26 • ~~Current~~ Full-time employees employed by GMSD as of July 1, 2017 have been categorized in
27 the following Tiers which will determine their post-employment retiree benefits:
 - 28
 - 29 ○ Tier I: Meet the eligibility requirement of 20 + Years of Service (YOS) as of July 1,
30 2017 with 15 years having been with GMSD/Shelby County, and/or Memphis City and
31 meet one of the following retirement types described by the Tennessee Consolidated
32 Retirement System (TCRS): a. Service retirement of 25 YOS; b. Early Retirement – age
33 55 with 15 YOS.
 - 34
 - 35 ○ Tier II: Meet the eligibility requirement with YOS between 10 and 19 years as of July 1,
36 2017 must complete 30 years of service or at least age 60 and complete 15 years of
37 service with GMSD, Shelby County, and/or Memphis City Schools prior to retirement.
 - 38
 - 39 ○ Tier III: Meet the eligibility requirement with YOS as of less than 10 years as of July 1,
40 2017 must complete 30 years of service or at least age 60 and complete 15 years of
41 service with GMSD, Shelby County, and/or Memphis City Schools prior to retirement.
 - 42
 - 43

1 **Terms and Definitions:**

2 ~~Tier: The category the full-time employee meets as of 7/1/2017 which then explains the scope of~~
 3 ~~benefit this employee will receive if they meet the eligibility requirement associated with the Tier I, II,~~
 4 ~~or III description.~~

5 ~~OPEB (Other post-employment benefits): A defined benefit and/or contribution to retirees where there~~
 6 ~~is now an effort to improve accountability and transparency of financial reporting in regard to the~~
 7 ~~financial effects of employers' commitments and actions related to the benefit.~~

8 ~~Years of Service (YOS): The number of years the employee has served GMSD and/or the number of~~
 9 ~~years of service combined between other Tennessee Public Schools, Shelby County Schools, Memphis~~
 10 ~~City Schools, and Germantown Municipal School District when applicable for those employees placed~~
 11 ~~in various groups; Tiers I, II, or III.~~

12 **Prerequisites, benefit, and length thereof in charted format:**

Employee Year of Service (YOS)	Prerequisites	Health Benefit	Retiree Life Insurance	Medicare stipend
Tier I	20+ YOS as of 7/1/2017 + meet TCRS 25-year retirement or TCRS early retirement at age 55 with 15 YOS.	Health benefits at the active employee contribution rate for retiree and dependent(s) until Medicare eligible.	1x annual salary with a \$50,000 maximum provided pre-65 only. No Retiree Life Insurance provided post-65.	Will receive a monthly stipend of \$150 per retiree or \$300 per retiree and dependent(s).
Tier II	10-19 YOS as of 7/1/2017 + meet 30 YOS or early retirement at age 60 with 15 YOS.	Health benefits at the active employee contribution rate for both retiree and dependent(s) until Medicare Eligible.	1x annual salary with a \$50,000 maximum provided pre-65 only. No Retiree Life Insurance provided post-65.	Will receive a monthly stipend of \$150 per retiree or \$300 per retiree and dependent(s).
Tier III	0-9 YOS as of 7/1/2017 + meet 30 YOS or early retirement at	Will receive a monthly stipend of \$300 per retiree or	1x annual salary with a \$50,000 maximum provided pre-	Will receive a monthly stipend of \$150 per retiree or \$300 per retiree and dependent(s).

	age 60 with 15 YOS.	\$600 per retiree and dependent(s); Until Medicare eligible.	65 only. No Retiree Life Insurance provided post 65.	
--	------------------------	---	--	--

1 IV. Surviving Spouse Coverage:

- 2 • The spouse of a retired employee, who is covered as a dependent at the time of the retiree's
3 death, may exercise the option for surviving spouse coverage under the following conditions:
- 4
- 5 ○ If said spouse should remarry, and become eligible under another group insurance plan,
6 coverage under GMSD's plan will cease at the beginning of the next month after the
7 new marital status has become official.
- 8
- 9 ○ If said spouse, should remarry and is not eligible under another plan, said spouse may
10 retain coverage until Medicare eligible.
- 11
- 12 ○ Under no circumstances is coverage extended to the new spouse or dependent children
13 of the new spouse.
- 14
- 15 ○ If the deceased employee had family coverage at the time of his/her death, COBRA
16 continuation coverage will be provided.

17 V. Eligible Retiree Life Insurance:

- 18 • Upon retirement from active service the amount of life insurance shall reduce fifty percent
19 (50%) to cap at a maximum of fifty-thousand dollars (\$50,000). All Tiers, Tiers I, II, and III,
20 upon meeting eligibility requirements will have a life insurance benefit until the age of 65.
21 Former employees, however, who are classified as retirees on, or before, September 1, 2017
22 will be able to continue to receive the life insurance policy one time their annual salary up to
23 \$50,000 pre and post 65 years of age.

24 VI. Responsibility and General Provisions

- 25 • Employees are responsible for notifying the Human Resources office of any change in status or
26 qualifying event related to their health insurance. Notification failure within the time-frames
27 set forth in this policy may result in coverage termination and/or forfeiture of paid insurance
28 premiums and contributions.
- 29
- 30 • Benefit coverage will cease if premiums are not paid in a timely manner. Under no conditions
31 will coverage be reinstated for an employee, dependent, retiree, after retirement or employment
32 separation if coverage was ceased for non-payment of premiums.
- 33
- 34 • If retiree health coverage is declined or cancelled at any time, the coverage will not be
35 reinstated for any reason other than administrative error. This also applies to coverage

1 cancellation for dependent coverage under the retiree's health plan.
2

- 3 • If an employee receives permanent disability approval through TCRS, then GMSD will waive
4 the service requirement. However, if the approval of disability is reversed by TCRS, then the
5 service requirement shall be reinstated and benefits will be provided based on the employee's
6 service at the time of retirement.
7
- 8 • GMSD shall comply with the Health Insurance Portability and Accountability Act (HIPPA) and
9 Health Information Technology for Economic and Clinical Health Act (HITECH) in employee
10 privacy. GMSD shall ensure that the group health plan offered to employees provides
11 employees with notice of the privacy requirements of HIPPA and HITECH.

Germantown Municipal School District

Monitoring: Review: Annually, in December	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date: 2/**/22 12/16/15
		Rescinds:	Issued:

1 The Board shall maintain adequate workers' compensation coverage according to state laws. A printed
 2 notice shall be posted and maintained in a conspicuous place on the business premises regarding
 3 workers' compensation as prescribed by the commissioner of labor and workforce development.⁴

4 The District shall establish a medical panel consisting of at least three (3) or more reputable physicians
 5 or surgeons who are not associated together in practice, if available.

6 ~~The names of the physicians or surgeons shall be posted in conspicuous places throughout the~~
 7 ~~maintenance, clerical, and professional areas of participating schools.~~ The District shall provide
 8 claimants with a list of said medical panel, in writing. Any claimant may select an operating surgeon or
 9 attending physician listed on the medical panel for treatment of on-the-job injuries.² Any specialized
 10 treatment of injuries must be administered by practitioners or specialists upon referral by the medical
 11 panel.

12 An injured employee will be subject to a drug test after the incident occurs. If testing results are
 13 positive, the employee will be placed in the employer's *Employee Assistance Program (EAP)*. Upon
 14 second offenses of being injured while on the job and under the influence, EAP services will still be
 15 provided and a suspension without pay. If a third on-the-job injury occurs, and the employee tests
 16 positive for drugs, job termination will be the disciplinary action, unless such action is precluded by
 17 law.

18 All employees who obtain workers' compensation must be medically cleared before they return to
 19 work. An employee who tested positive on the drug test will also have to provide a negative drug test
 20 as well. Furthermore, all employees injured on the job will **not have** be required to, but can choose to,
 21 either use personal days or sick days unless it is the employee's second offense with drugs being
 22 involved at which time unpaid days will be assigned.

23 Employees injured on the job are required to report their injury to the School Nurse if the employee is
 24 a school based employee or the GMSD Benefits Specialist if the employee is a District office based
 25 employee, on the same day it occurs, unless the employee is precluded from doing so due to
 26 hospitalization or incapacity. If the employee cannot report the injury due to hospitalization or
 27 incapacity, the employee is required to report the injury to the School Nurse if the employee is a
 28 school based employee or the GMSD Benefits Specialist if the employee is a District office based
 29 employee on the first day the employee has the capacity to do so. School Nurses and /or the GMSD
 30 Benefits Specialist are responsible for immediately completing the GMSD Injury/Accident Report
 31 forms after receiving a report of injury.

32

1 For injuries or death due to the following, no workers' compensation shall be permitted:

- 2 1) The employee's willful misconduct;
- 3 2) The employee's intentional self-inflicted injury;
- 4 3) The employee's intoxication or illegal drug usage;
- 5 4) The employee's willful failure or refusal to use a safety device;
- 6 5) The employee's willful failure to perform a duty required by law; or
- 7 6) The employee's voluntary participation in recreational, social, athletic or exercise activities,
- 8 including, but not limited to athletic events, competitions, parties, picnics, or exercise
- 9 programs, whether or not GMSD pays some or all of the cost of the activities, unless:
- 10 A. Participation was expressly or impliedly required by GMSD;
- 11 B. Participation produced a direct benefit to GMSD beyond improvement in employee health
- 12 and morale;
- 13 C. Participation was during employee's work hours and was part of the employee's work-
- 14 related duties; or
- 15 D. The injury occurred due to an unsafe condition during voluntary participation using
- 16 facilities designated by, furnished by, or maintained by GMSD on or off GMSD's premises.

17

Legal References

- 1- T.C.A. 49-5-714
- 2- T.C.A. 50-6-101 et seq.
- 3- T.C.A. 50-6-110
- 4- T.C.A. 50-6-204(a)(3)(A)(i)
- 5- T.C.A. 50-6-407
- 6-

Cross-References

- Sick Leave 5.302
- Physical Assault Leave 5.307

Germantown Municipal School District			
Monitoring: Review: Annually, in March	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 2/**/22 08/24/21
		Rescinds: 4.605	Issued: 04/19/21

1 *General*

2 To meet the requirements for graduation, a student shall have attained an approved attendance,
3 conduct and subject matter record which covers a planned program of education, and such record
4 shall be kept on file in the high school.

5 The program of studies shall include areas required by the State Board of Education.

6 The courses which shall be required of all students in grades nine (9) through twelve (12) shall be
7 in accordance with the Rules and Regulations of the State Board of Education.

8 **TRADITIONAL HIGH SCHOOL DIPLOMA REQUIREMENTS**

9 Before graduation, every student shall:⁴

- 10 1. Achieve the specified twenty-two (22) units of credit;
11 ~~2. Take the required end-of-course exams;~~
12 3. Have satisfactory records of attendance and conduct;
13 4. Take the ACT or SAT examination;² and
14 5. Take and pass a United States civics test.³

15 **Course Graduation Requirements:**

- 16 English 4 credits
17 Mathematics 4 credits
18 Science 3 credits
19 Social Studies 3 credits
20 Personal Finance 0.5 credit
21 Wellness 1 credit
22 Physical Education 0.5 credit
23 World Language 2 credits
24 Fine Arts 1 credit
25 Elective Focus 3 credits (CTE or Liberal Arts)

26 *Suspending the ACT or SAT examination requirement for the class of 2021

27 **SPECIAL EDUCATION STUDENTS⁴**

28 Special education students who earn the prescribed twenty-two (22) credit minimum shall be
29 awarded a regular high school diploma.

1 Students who have received the below diplomas shall continue to make progress towards a regular
2 high school diploma until the end of the school year in which they turn twenty-two (22) years old.

3 *Special Education Diploma*

4 A special education diploma shall be awarded to students who have not met the requirements for
5 a regular high school diploma,³ but have:

- 6 1. Completed four (4) years of high school;
- 7 2. Made satisfactory progress on their IEP; and
- 8 3. Maintained satisfactory records of attendance and conduct.

9 *Occupational Diploma*

10 Special education students who do not meet the requirements for a regular high school diploma
11 may be awarded an occupational diploma if the student has:⁴

- 12 1. Completed at least four (4) years of high school;
- 13 2. Made satisfactory progress on his/her IEP;
- 14 3. Maintained satisfactory records of attendance and conduct;
- 15 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery
16 Assessment (SKEMA); and
- 17 5. Has two (2) years of paid or non-paid work experience.

18 The decision to attain an occupational diploma shall be made at the conclusion of the student's
19 10th grade year or two (2) academic years prior to the expected graduation date.

20 *Alternative Academic Diploma*

21 Special education students who do not meet the requirements for a regular high school diploma
22 may be awarded an alternate academic diploma if the student has:⁴

- 23 1. Completed at least four (4) years of high school;
- 24 2. Participated in the high school alternate assessments;
- 25 3. Earned the prescribed twenty-two (22) credit minimum;
- 26 4. Made satisfactory progress on their IEP;
- 27 5. Maintained satisfactory records of attendance and conduct; and
- 28 6. Completed a transition assessment that measures postsecondary education and training,
29 employment, independent living, and community involvement.
- 30 7. Take and pass a United States civics test.

31 The required credits may be earned either through the state-approved standards or through alternate
32 academic diploma modified course requirements approved by the State Board of Education. A
33 student who earns an alternate academic diploma shall continue to be eligible for services under
34 IDEA until he or she receives a regular high school diploma or through the school year in which
35 the student turns twenty-two (22).

1 STUDENT LOAD

2 All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a
3 minimum of six units of credit for graduation per year. Students with hardships and gifted students
4 may appeal this requirement to the superintendent and then to the Board.⁶

5 EARLY GRADUATION⁷

6 High school students shall be permitted to complete an early graduation program. Students
7 intending to graduate early shall inform the school principal of this intent prior to the beginning of
8 9th grade or as soon thereafter as the intent is known.

9 In order to graduate early, students must meet the following requirements:

- 10 1. Earn required seventeen (17) credits;
- 11 2. Score on-track or mastered level for each required end-of-course exam;
- 12 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 13 4. Meet the minimum ACT or SAT benchmark score;
- 14 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 15 6. Complete at least two (2) types of the following courses:
 - 16 a. AP;
 - 17 b. IB;
 - 18 c. Dual enrollment;
 - 19 d. Dual credit.

20 The superintendent shall ensure that the early graduation program is conducted in accordance with
21 state law.

Legal References

1. ~~TCA 49-6-6001: State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06~~
2. ~~TCA 49-6-6001(b): State Board of Education Policy 2.103~~
3. ~~TCA 49-6-108: State Board of Education Policy 2.103~~
4. ~~TRR/MS 0520-01-03-.06: State Board of Education Policy 2.103~~
5. ~~TCA 49-6-6005: State Board of Education Policy 2.103~~
6. ~~TRR/MS 0520-01-03-.06~~
7. ~~TCA 49-6-8103: State Board of Education Policy 2.103; Public Acts of 2021, Chapter No. 493~~

T.C.A. 49-6-408
T.C.A. 49-6-6001
T.C.A. 49-6-6005
T.C.A. 49-6-8103
T.C.A. 49-6-8303
State Board of Education Policy 2.103
TRR/MS 0520-01-03-.06

Cross-References

~~Class-Size Ratios 4.201~~
~~Alternative Credit Options 4.209~~
~~Honor Roll, Awards, & Class Ranking 4.602~~

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Advanced Degrees</h2>	Descriptor Code: 5.204	Issued Date: 2/**/22 03/19/18
		Rescinds: 5.202	Issued: 07/27/15

- 1 Germantown Municipal School District will honor any advanced degree for which the individual
- 2 submits a transcript showing "Degree Conferred" with a conferral date on or before August 31 of the
- 3 current school year, and submits a detailed copy of their Tennessee Teaching License showing that the
- 4 advanced degree has been added.⁺

- 5 Submission of this information to **HR the GMSD Human Resources Office** on or before November 1
- 6 will automatically qualify the individual for retro pay to their start date.

- 7 Approval of any submissions for retro pay after this date will be addressed on a case-by-case basis.
- 8 The individual must verify submission and receipt of their information with the State Department of
- 9 Education prior to December 1.

- 10 Any advanced degree information submitted after December 1, regardless of conferral date, will be
- 11 honored going forward as of the next full pay cycle.

- 12 For an advanced degree conferred after August 31 of any given school year, the individual's amended
- 13 salary rating - with no retro pay - will begin during the first full pay cycle following receipt of the
- 14 "Degree Conferred" transcript and a detailed copy of their updated TN Teaching License that
- 15 recognizes their new educational degree status in the Human Resources office.

Legal References

⁺ T.C.A. § 49-5-402

Cross-References

Germantown Municipal School District

Monitoring: Review: Annually, in August	Descriptor Term: <h2 style="text-align: center;">Transfers Within the System</h2>	Descriptor Code: 6.206	Issued 2/**/22 Date: 03/02/20 09/16/19 12/18/18
		Rescinds: 6.206	Issued: 08/31/15

1 The Germantown Municipal School District Board believes in the overall quality for all of its schools.
 2 The Board also believes that parents, who are Germantown citizens, may have particular preferences for
 3 which school(s) they want their children to be enrolled.

4 The Superintendent shall permit any eligible student in the Germantown Municipal School District to
 5 apply for enrollment in any District program or school, provided the student's application meets the
 6 requirements of the conditions established in maintaining optimal learning environments for all of its
 7 schools.

8 The following definitions shall apply:

9 ***Zoned School***

10 The school to which the student has been assigned prior to any request for transfer.

11 ***Out of zoned School Student***

12 A Germantown Municipal School District student who enrolls (seeks to enroll) in a program or school
 13 in another attendance zone within the District.

14 ***Program***

15 Any one of the specific course offerings of this District.

16 ***Program Size***

17 The restrictions on a number of students in a program due to circumstances unique to that specific
 18 program, or financial or operating conditions of the District.

19 ***Intra- District Transfer (Open Enrollment) Processes:***

- 20 • The District shall post the number of spaces available for enrollment in each school by grade,
 21 class, and program levels on the District's Website at least fourteen (14) days before the
 22 beginning of the open enrollment period.
- 23 • Applications will be made available for interested parties during the second semester of each
 24 school year. Dates may vary yearly at a time set by the District Administration. There will be at
 25 least a 30-day period between the announcement of Open Enrollment and the closing of the
 26 Open Enrollment application period. Applications will be made available on-line and will be

1 available at the District Office. Online computer support will also be available at the District
2 office. ~~Grade bands will be evaluated yearly to determine if programmatic capacity or staffing~~
3 ~~issues are evident for the following school year.~~

- 4 • All applications need to be submitted on or before the designated conclusion of Open
5 Enrollment as evident by a postmark if the application is mailed.
- 6 • If there are more applicants than seats available, the seats will be awarded through a lottery
7 format. Applications received after the deadline will be placed on a wait list until the start of
8 the school year.
- 9 • Parents who applied for a transfer will be notified of their child's (ren) transfer status no later
10 than May 21 (negotiable date pending unforeseen variables not foreseen at the time of this
11 draft)
- 12 • Parent(s) or guardian(s) will be notified by on or before June 15th each year of their continued
13 transfer status based on Grades, Discipline and/or Attendance.
- 14 • Transportation is not provided for any student that is granted an open enrollment transfer.
- 15 • Students who are participating in Open Enrollment (Intra-District Transfers) must maintain
16 acceptable behavior, attendance and academic standing. While it is the intent to allow the
17 student to remain at the school through exit grade, if behavior, attendance or academic standing
18 is not acceptable, the principal has the authority to rescind the transfer at the end of the school
19 year and the student will return to his/her school of zoning for the following year. The
20 Superintendent has the authority to rescind or modify a transfer for reasons other than those
21 listed above.
- 22 • Parent(s) or guardian(s) who have applied for transfer on behalf of their child(ren) may not
23 revoke the application for transfer once it has been granted. Additionally, the child(ren) must
24 remain in the school requested for at least one (1) full academic school year.

25 ***Enrollment Priorities:***

- 26 1. GMSD employees' children.
- 27 2. Students currently enrolled in that school.
- 28 3. Students whose school changed as a result of re-zoning.
- 29 4. Students, who have siblings who are attending the non-zoned school based on receiving a
30 transfer, will be given preferential consideration if they wish to attend the same school as their
31 sibling.

32 ~~The Superintendent, or his designee, will set procedures that support this policy.~~

33

- 1 Legal References
- 2 T.C.A. 49-2-128

