

**GMSD Board Business Meeting**  
**February 22, 2022 6:00 PM**  
Board Room, GMSD Office

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Agenda
5. Recognition and Awards
6. REPORTS
  - 6.A. TLN Update (Tennessee Legislature)
  - 6.B. Chairman's Report
  - 6.C. Financial Report
  - 6.D. Superintendent's Report
7. Citizens to be heard
8. CONSENT AGENDA
  - 8.A. Approval of the Minutes
  - 8.B. Review/Revision of Policies - Second Reading
  - 8.C. Review / Revision of Policies - First Reading
  
  - 8.D. Approval of Special Course Application
9. BOARD ACTION ITEMS
  - 9.A. Miscellaneous FY 2021-22 Budget Amendments # 21 & 22
10. Announcements
11. Adjournment

**Germantown Board of Education**  
**TLN Report (February 22, 2022)**

Education-related legislation continues to make its way through the Tennessee General Assembly. Notable bills in committee over the next few weeks include:

- HB 1077 / SB 1225, as amended, which adds an exception to last year's 3<sup>rd</sup> grade retention law that will allow third grade students to be promoted to the 4<sup>th</sup> grade based on school district data demonstrating an understanding of English language arts.
- HB 1860 / SB 1890, which allows teachers, schools, and districts to use results from benchmark assessments to measure student achievement, student performance, and student growth.
- HB 2861 / SB 2778, which, among other things, expands student eligibility for vouchers.
- HB 2138 / SB 2321, which allows the use of results from TCAP tests administered in the 2020-2021 school year to set the annual measurable objectives for schools and districts for the 2021-2022 school year and provides that those annual measurable objectives may be used to assign letter grades to schools.
- HB 2833 / SB 2168, which reduces the amount of time within which certain decisions must be made concerning applications for public charter schools, creates a process for authorizing replications of a public charter school, establishes a fund to assist public charter schools in obtaining favorable financing, and makes various other changes and additions to laws concerning charter schools.
- HB 2079 / SB 1954, enacting the "Local School District Empowerment Act," which creates a pilot program for establishing the office of elected school superintendents.
- HB 1880 / SB 1830, which requires local boards of education to provide an opportunity for at least 10 people to speak on any topic related to the board for at least three minutes per person at each public meeting and to provide an opportunity for people to submit written public comments to the board.
- HB 2154 / SB 2407, enacting the "Age Appropriate Materials Act of 2022," which requires each public school to maintain, and post on the school's website, a list of materials in the school's library collection; and requires each local board of education and public charter school governing body to establish procedures for the development and review of school library connections.

Additionally, on February 24, Governor Bill Lee and Tennessee Department of Education Commissioner Penny Schwinn will unveil long-awaited legislation for their new student-based funding formula, known as the Tennessee Investment in Student Achievement (or "TISA") formula. The Governor and Commissioner will be livestreaming a presentation that breaks down key aspects of the legislation and funding proposal.

In other General Assembly news, the state Senate voted to expel Senator Katrina Robinson following her conviction on federal wire fraud charges.

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. Former Tennessee associate solicitor general and newly confirmed state Supreme Court Justice Sarah Campbell, an appointee of Governor Lee, has recused herself from the case.

Additionally, a federal court lawsuit regarding public school bathroom access for transgender students will be dropped as the plaintiffs move out of state.

Finally, on March 16, the Tennessee School Boards Association will host the 2022 Student Congress on Policies in Education (or “SCOPE”) conference, which brings together 9<sup>th</sup> through 12<sup>th</sup> grade students from across the state to discuss current topics in education. Participants will explore education issues through mock school board meetings and group discussions. Board Chair Angela Griffith will participate in the conference in a leadership role.

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending January 31, 2022

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
<b>REVENUES:</b>					
<b>BEP Revenue</b>	30,450,087.00	3,067,000.00	18,297,000.00	(12,153,087.00)	60.09%
<b>Shelby County:</b>					
Property Taxes	16,832,894.00	6,496,834.74	8,114,270.54	(8,718,623.46)	48.20%
Sales Tax	7,720,404.00	760,418.10	3,854,328.00	(3,866,076.00)	49.92%
Wheel Tax	1,477,882.00	-	384,135.43	(1,093,746.57)	25.99%
<b>City of Germantown:</b>					
Maintenance of Effort	2,549,581.00	256,838.37	1,797,870.39	(751,710.61)	70.52%
PEG Funding	148,000.00	-	34,086.34	(113,913.66)	23.03%
Mixed Drink Tax	132,000.00	37,247.64	93,673.78	(38,326.22)	70.96%
<b>Other Local Revenue</b>	595,420.00	121,416.35	405,445.32	(189,974.68)	68.09%
<b>Tuition</b>	101,885.00	1,100.00	56,466.00	(45,419.00)	55.42%
<b>Other State Revenue</b>	391,015.00	8,979.68	212,016.05	(178,998.95)	54.22%
<b>Transfers - Indirect Costs</b>	70,000.00	-	-	(70,000.00)	0.00%
<b>Reserves</b>	7,799,188.72	-	-	(7,799,188.72)	0.00%
<b>TOTAL REVENUES</b>	<u>68,268,356.72</u>	<u>10,749,834.88</u>	<u>33,249,291.85</u>	<u>(35,019,064.87)</u>	<u>48.70%</u>

<b>EXPENDITURES:</b>					
	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
<b>Regular Instruction</b>					
Salaries & Wages	20,997,216.00	1,678,521.71	10,233,990.84	(10,763,225.16)	48.74%
Benefits	5,678,916.00	473,037.81	2,820,102.82	(2,858,813.18)	49.66%
Maint & Rep - Equipment	12,000.00	-	1,374.00	(10,626.00)	11.45%
Travel	1,500.00	-	334.09	(1,165.91)	22.27%
Other Contract Svcs	702,430.00	19,278.38	303,668.98	(398,761.02)	43.23%
Inst. Supplies	1,040,072.05	4,217.28	441,746.94	(598,325.11)	42.47%
Textbooks	500,000.00	-	18,050.76	(481,949.24)	3.61%
Software	350,000.00	-	311,886.86	(38,113.14)	89.11%
Other Supplies	169,200.00	-	159,994.05	(9,205.95)	94.56%
Other Charges	28,384.00	-	19,597.31	(8,786.69)	69.04%
Equipment	455,953.62	1,912.87	81,467.43	(374,486.19)	17.87%
<b>Total Regular Instruction</b>	<u>29,935,671.67</u>	<u>2,176,968.05</u>	<u>14,392,214.08</u>	<u>(15,543,457.59)</u>	<u>48.08%</u>
<b>Alternative Education</b>					
Salaries & Wages	243,214.00	18,844.74	114,862.54	(128,351.46)	47.23%
Benefits	66,810.00	5,274.98	28,643.17	(38,166.83)	42.87%
Inst. Supplies	2,000.00	-	-	(2,000.00)	0.00%
Equipment	2,000.00	-	-	(2,000.00)	0.00%
<b>Total Alternative Education</b>	<u>314,024.00</u>	<u>24,119.72</u>	<u>143,505.71</u>	<u>(170,518.29)</u>	<u>45.70%</u>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending January 31, 2022

<b>Special Education</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	3,722,638.00	289,114.62	1,751,999.69	(1,970,638.31)	47.06%
Benefits	1,045,558.00	81,811.30	475,899.47	(569,658.53)	45.52%
Contract w/Priv. Agencies	30,150.00	-	30,149.04	(0.96)	100.00%
Contracts for Sub Teachers	600.00	-	232.20	(367.80)	38.70%
Noncertified Subs	5,000.00		81.27	(4,918.73)	1.63%
Inst. Supplies	33,700.00	(575.98)	32,198.84	(1,501.16)	95.55%
Equipment	5,900.00	-	4,465.83	(1,434.17)	75.69%
<b>Total Special Education</b>	<b>4,843,546.00</b>	<b>370,349.94</b>	<b>2,295,026.34</b>	<b>(2,548,519.66)</b>	<b>47.38%</b>
<b>Career &amp; Technical Education</b>					
Salaries & Wages	944,863.00	73,598.84	457,559.87	(487,303.13)	48.43%
Benefits	300,402.00	22,242.20	132,490.44	(167,911.56)	44.10%
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	-	794.97	(25,049.27)	3.08%
<b>Total Career &amp; Technical Education</b>	<b>1,294,109.24</b>	<b>95,841.04</b>	<b>609,995.28</b>	<b>(684,113.96)</b>	<b>47.14%</b>
<b>Attendance &amp; Planning</b>					
Salaries & Wages	552,684.00	45,082.50	307,481.56	(245,202.44)	55.63%
Benefits	142,109.00	11,426.80	72,972.48	(69,136.52)	51.35%
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	597.99	7,452.55	(9,297.45)	44.49%
Other Charges	5,000.00	648.28	1,477.93	(3,522.07)	29.56%
<b>Total Attendance &amp; Planning</b>	<b>730,293.00</b>	<b>57,755.57</b>	<b>389,384.52</b>	<b>(340,908.48)</b>	<b>53.32%</b>
<b>Health Services</b>					
Salaries & Wages	409,050.00	30,957.72	269,138.60	(139,911.40)	65.80%
Benefits	137,642.00	10,878.30	77,992.01	(59,649.99)	56.66%
Other Contract Svcs.	1,000.00	-	1,000.00	0.00	100.00%
Other Supplies	25,874.00	-	7,118.78	(18,755.22)	27.51%
Inservice/Staff Dev.	4,000.00	74.00	3,422.59	(577.41)	85.56%
Other Charges	3,000.00	1,185.00	2,391.74	(608.26)	79.72%
Equipment	3,000.00	147.64	2,755.41	(244.59)	91.85%
<b>Total Health Services</b>	<b>583,566.00</b>	<b>43,242.66</b>	<b>363,819.13</b>	<b>(219,746.87)</b>	<b>62.34%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending January 31, 2022

<b>Other Student Support/Guidance</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	958,315.00	75,264.50	523,795.53	(434,519.47)	54.66%
Benefits	276,198.00	21,039.30	138,687.69	(137,510.31)	50.21%
Other Contract Svcs.	30,000.00	4,892.00	9,792.64	(20,207.36)	32.64%
Other Supplies	10,900.00	-	-	(10,900.00)	0.00%
Inservice/Staff Dev.	30,000.00	3,000.00	6,448.37	(23,551.63)	21.49%
Other Charges	1,500.00	-	1,499.99	(0.01)	100.00%
Other Equipment	44,771.00	35,021.26	35,878.22	(8,892.78)	80.14%
<b>Total Other Student Support</b>	<b>1,351,684.00</b>	<b>139,217.06</b>	<b>716,102.44</b>	<b>(635,581.56)</b>	<b>52.98%</b>
<b>Reg. Instruction Support</b>					
Salaries & Wages	1,810,883.00	135,223.65	960,179.51	(850,703.49)	53.02%
Benefits	449,675.00	35,951.77	238,480.70	(211,194.30)	53.03%
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	1,072.22	4,061.32	(15,438.68)	20.83%
Inservice/Staff Dev.	49,000.00	1,925.10	22,860.76	(26,139.24)	46.65%
Other Charges	5,000.00	(660.00)	812.40	(4,187.60)	16.25%
Other Equipment	15,000.00	135.42	4,417.01	(10,582.99)	29.45%
<b>Total Reg. Instruction Support</b>	<b>2,436,458.00</b>	<b>173,648.16</b>	<b>1,284,211.70</b>	<b>(1,152,246.30)</b>	<b>52.71%</b>
<b>SPED Support</b>					
Salaries & Wages	1,315,276.00	107,428.60	737,421.27	(577,854.73)	56.07%
Benefits	351,878.00	28,506.74	186,766.47	(165,111.53)	53.08%
Travel	2,500.00	56.17	1,219.28	(1,280.72)	48.77%
Other Contract Svcs	10,000.00	25.00	968.74	(9,031.26)	9.69%
Other Supplies	12,000.00	354.50	8,601.53	(3,398.47)	71.68%
Inservice/Staff Dev.	19,000.00	142.43	16,099.49	(2,900.51)	84.73%
Other Charges	1,500.00	-	59.00	(1,441.00)	3.93%
<b>Total SPED Support</b>	<b>1,712,154.00</b>	<b>136,513.44</b>	<b>951,135.78</b>	<b>(761,018.22)</b>	<b>55.55%</b>
<b>Career and Technical Support</b>					
Director/ Supervisor	19,051.00	1,556.46	11,268.78	(7,782.22)	59.15%
Benefits	6,119.00	418.42	2,752.22	(3,366.78)	44.98%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	-	100.00	(3,900.00)	2.50%
<b>Total Vocational Support</b>	<b>31,123.00</b>	<b>1,974.88</b>	<b>14,121.00</b>	<b>(17,002.00)</b>	<b>45.37%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending January 31, 2022

<b>Technology</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	716,429.00	55,395.56	437,176.91	(279,252.09)	61.02%
Benefits	225,762.00	14,867.51	103,068.75	(122,693.25)	45.65%
Communications	81,600.00	8,630.49	53,008.79	(28,591.21)	64.96%
Consultants	8,274.01	(9,748.08)	(5,248.08)	(13,522.09)	-63.43%
Maintenance & Repairs	114,001.00	1,632.00	72,808.96	(41,192.04)	63.87%
Internet Connectivity	248,045.65	13,401.20	78,161.08	(169,884.57)	31.51%
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	340.62	2,361.34	(8,457.29)	21.83%
Software	481,324.00	21,054.00	387,675.75	(93,648.25)	80.54%
Other Supplies	23,402.79	3,033.12	8,045.85	(15,356.94)	34.38%
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	64,456.34	3,852.86	34,259.91	(30,196.43)	53.15%
Other Equipment	13,518.00	-	5,257.51	(8,260.49)	38.89%
<b>Total Technology</b>	<b>2,007,131.42</b>	<b>112,459.28</b>	<b>1,177,729.03</b>	<b>(829,402.39)</b>	<b>58.68%</b>
<b>Board of Education</b>					
Salaries & Wages	21,500.00	21,500.00	21,500.00	0.00	100.00%
Benefits	67,645.00	57,842.29	59,753.50	(7,891.50)	88.33%
OPEB	687,550.00	623,519.00	623,519.00	(64,031.00)	90.69%
Audit Services	62,450.00	12,700.00	62,450.00	0.00	100.00%
Dues & Memberships	20,000.00	-	16,629.00	(3,371.00)	83.15%
Legal Services	175,000.00	14,112.00	92,430.00	(82,570.00)	52.82%
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	220.47	81,367.47	(19,380.53)	80.76%
Surety Bond Premium	300.00	-	300.00	0.00	100.00%
Trustee Commissions	443,447.00	137,299.36	199,987.25	(243,459.75)	45.10%
Workers' Compensation	80,000.00	3,160.24	55,978.52	(24,021.48)	69.97%
Inservice/Staff Dev.	15,000.00	6,689.02	12,602.12	(2,397.88)	84.01%
<b>Total Board of Education</b>	<b>2,030,093.00</b>	<b>877,042.38</b>	<b>1,581,969.86</b>	<b>(448,123.14)</b>	<b>77.93%</b>
<b>Superintendent</b>					
Salaries & Wages	410,726.00	32,722.48	237,174.80	(173,551.20)	57.75%
Benefits	113,889.00	9,546.21	61,356.14	(52,532.86)	53.87%
Dues & Memberships	9,500.00	-	3,044.00	(6,456.00)	32.04%
Postal Charges	10,000.00	831.00	3,849.03	(6,150.97)	38.49%
Travel	5,000.00	-	59.70	(4,940.30)	1.19%
Other Contracted Svcs.	29,600.00	1,115.12	6,597.22	(23,002.78)	22.29%
Office Supplies	20,000.00	281.02	3,488.73	(16,511.27)	17.44%
Other Supplies	28,250.00	2,408.51	9,099.78	(19,150.22)	32.21%
Inservice/Staff Dev.	21,200.00	2,374.78	10,545.67	(10,654.33)	49.74%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
<b>Total Superintendent</b>	<b>649,165.00</b>	<b>49,279.12</b>	<b>335,215.07</b>	<b>(313,949.93)</b>	<b>51.64%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending January 31, 2022

<b>Office of the Principal</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	2,979,781.00	216,127.61	1,498,027.49	(1,481,753.51)	50.27%
Benefits	840,272.00	60,589.98	383,608.28	(456,663.72)	45.65%
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	-	3,450.99	(8,324.01)	29.31%
Other Charges	14,725.00	-	14,725.00	0.00	100.00%
<b>Total Office of the Principal</b>	<b>4,023,553.00</b>	<b>276,717.59</b>	<b>2,074,311.76</b>	<b>(1,949,241.24)</b>	<b>51.55%</b>
<b>Fiscal Services</b>					
Salaries & Wages	421,117.00	31,045.99	233,545.93	(187,571.07)	55.46%
Benefits	120,877.00	7,746.72	52,622.54	(68,254.46)	43.53%
Dues & Memberships	700.00	-	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	907.48	3,899.75	(1,100.25)	78.00%
Software	68,000.00	8,950.00	57,847.75	(10,152.25)	85.07%
Inservice/Staff Dev.	6,000.00	-	2,143.68	(3,856.32)	35.73%
Other Charges	17,250.00	1,262.89	7,475.53	(9,774.47)	43.34%
Other Equipment	1,500.00	-	327.99	(1,172.01)	21.87%
<b>Total Fiscal Services</b>	<b>645,044.00</b>	<b>49,913.08</b>	<b>358,106.60</b>	<b>(286,937.40)</b>	<b>55.52%</b>
<b>Human Resources</b>					
Salaries & Wages	355,421.00	28,945.12	208,870.97	(146,550.03)	58.77%
Benefits	96,023.00	7,208.72	54,114.35	(41,908.65)	56.36%
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	84.24	736.28	(1,263.72)	36.81%
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	871.28	16,135.44	(24,679.56)	39.53%
Other Charges	2,000.00	-	1,745.92	(254.08)	87.30%
<b>Total Human Resources</b>	<b>519,979.00</b>	<b>37,109.36</b>	<b>300,009.61</b>	<b>(219,969.39)</b>	<b>57.70%</b>
<b>Operation of Plant</b>					
Salaries & Wages	371,694.00	25,861.62	253,428.16	(118,265.84)	68.18%
Benefits	126,268.00	8,396.74	69,513.65	(56,754.35)	55.05%
Janitorial Services	850,000.00	2,213.50	392,065.05	(457,934.95)	46.13%
Other Contract Svcs.	150,000.00	11,388.82	74,274.13	(75,725.87)	49.52%
Utilities	1,180,000.00	110,826.62	584,914.22	(595,085.78)	49.57%
Property Insurance	273,232.00	-	273,232.00	0.00	100.00%
Other Charges	50,922.25	851.00	27,653.34	(23,268.91)	54.31%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
<b>Total Operation of Plant</b>	<b>3,007,116.25</b>	<b>159,538.30</b>	<b>1,675,080.55</b>	<b>(1,332,035.70)</b>	<b>55.70%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending January 31, 2022

Maintenance of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	472,727.00	38,525.42	278,924.04	(193,802.96)	59.00%
Benefits	141,040.00	10,316.77	67,684.95	(73,355.05)	47.99%
Maintenance & Repairs	797,910.00	107,992.89	481,053.08	(316,856.92)	60.29%
Travel	20,000.00	842.83	4,188.16	(15,811.84)	20.94%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	49.02	319.96	(680.04)	32.00%
Inservice/Staff Dev.	8,500.00	-	5,269.71	(3,230.29)	62.00%
<b>Total Maintenance of Plant</b>	<b>1,451,177.00</b>	<b>157,726.93</b>	<b>837,439.90</b>	<b>(613,737.10)</b>	<b>57.71%</b>
<b>Transportation</b>					
Contracts w/Other Schools	89,351.00	5,512.00	38,584.00	(50,767.00)	43.18%
Contracts w/Private Agencies	1,750,000.00	90,029.48	547,245.17	(1,202,754.83)	31.27%
Diesel	200,000.00	29,988.24	84,963.81	(115,036.19)	42.48%
<b>Total Transportation</b>	<b>2,039,351.00</b>	<b>125,529.72</b>	<b>670,792.98</b>	<b>(1,368,558.02)</b>	<b>32.89%</b>
<b>Safety</b>					
Benefits		-	22.88	22.88	#DIV/0!
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	-	119.54	(130.46)	47.82%
Other Supplies & Materials	500.00	-	35.70	(464.30)	7.14%
Inservice/Staff Dev.	5,000.00	-	(300.25)	(5,300.25)	-6.01%
Other Charges	21,944.00	550.00	10,784.95	(11,159.05)	49.15%
Other Equipment	8,000.00	-	383.20	(7,616.80)	4.79%
<b>Total Safety</b>	<b>38,694.00</b>	<b>550.00</b>	<b>11,046.02</b>	<b>(27,647.98)</b>	<b>28.55%</b>
<b>Capital Outlay</b>					
Architects	327,575.00	12,194.50	90,866.77	(236,708.23)	27.74%
Transfer to Other Funds	526,437.00	39,048.75	382,103.33	(144,333.67)	72.58%
Building Construction	5,755,111.00	-	412,650.65	(5,342,460.35)	7.17%
Building Improvements	1,652,703.14	98,402.16	806,440.79	(846,262.35)	48.80%
Other Capital Outlay	262,598.00	17,369.00	152,931.04	(109,666.96)	58.24%
<b>Total Capital Outlay</b>	<b>8,524,424.14</b>	<b>167,014.41</b>	<b>1,844,992.58</b>	<b>(6,679,431.56)</b>	<b>21.64%</b>
Transfers to Cafeteria Fund	100,000.00	-	-	(100,000.00)	0.00%
<b>EXPENDITURES TOTAL</b>	<b>68,268,356.72</b>	<b>5,232,510.69</b>	<b>32,026,209.94</b>	<b>(36,242,146.78)</b>	<b>46.91%</b>
<b>TOTAL FUND BALANCE</b>	<b>0.00</b>	<b>5,517,324.19</b>	<b>1,223,081.91</b>		

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending January 31, 2022

	<u>BUDGET</u>	<u>Month</u>	<u>FYTD</u>	<u>EXPENDED</u>
<b>REVENUES:</b>				
Consolidated Admin	119,622.00	8,923.69	65,584.81	54.83%
Title I	1,930,202.00	75,151.05	394,457.54	20.44%
Title II	113,547.00	4,306.80	37,804.57	33.29%
Title III	16,283.00	780.44	11,795.34	72.44%
Title IV	140,675.00	18,299.64	56,402.44	40.09%
IDEA, Part B	1,773,747.00	80,170.94	512,370.01	28.89%
IDEA, Preschool	32,621.00	(518.30)	4,644.76	14.24%
IDEA, SPDG	10,000.00	-	-	0.00%
Carl Perkins - Basic	50,683.00	-	23,669.75	46.70%
ESSER 1.0	204,447.00	742.63	160,715.41	78.61%
ESSER 2.0	4,643,120.00	407,609.64	4,150,327.61	89.39%
ESSER 3.0	11,307,498.00	2,103,434.23	3,167,440.64	28.01%
ESSER Planning Grant	175,000.00	7,030.00	53,200.00	30.40%
Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA	331,732.00	32,731.85	77,369.06	23.32%
ARP IDEA Preschool	22,116.00	484.72	2,254.62	10.19%
ELC Grant	1,032,725.00	-	-	0.00%
TN All Corps Grant	280,000.00	6,022.52	6,022.52	2.15%
<b>TOTAL REVENUES</b>	<u>22,199,018.00</u>	<u>2,745,169.85</u>	<u>8,724,059.08</u>	<u>39.30%</u>

<b>EXPENDITURES:</b>				
<b>Title - Cons Admin</b>				
Salaries & Wages	78,876.00	6,443.80	46,653.12	59.15%
Benefits	21,722.00	1,793.14	11,874.91	54.67%
Indirect Costs	5,564.00	-	-	0.00%
Inservice/Staff Dev.	9,413.00	686.75	3,403.77	36.16%
Other Equipment	4,047.00	-	3,653.01	90.26%
<b>Total Title - Cons Admin</b>	<u>119,622.00</u>	<u>8,923.69</u>	<u>65,584.81</u>	<u>54.83%</u>

<b>Title I</b>				
Salaries & Wages	597,336.00	29,879.57	195,297.56	32.69%
Benefits	145,513.00	5,817.31	39,904.15	27.42%
Contracts w/Other Schools	9,152.00	-	-	0.00%
Contracts for Sub Teachers	61,123.00	-	6,849.90	11.21%
Other Contract Svcs	44,092.00	-	-	0.00%
Inst. Supplies	366,448.00	20,437.38	99,886.18	27.26%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	27,522.00	-	-	0.00%
Inservice/Staff Dev.	300,891.00	11,575.71	42,376.18	14.08%
Other Charges	7,678.00	-	798.40	10.40%
Regular Instruction Equipment	367,347.00	6,028.00	7,932.09	2.16%
Other Equipment	2,500.00	1,413.08	1,413.08	56.52%
<b>Total Title I</b>	<u>1,930,202.00</u>	<u>75,151.05</u>	<u>394,457.54</u>	<u>20.44%</u>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending January 31, 2022

<b>Title II</b>				
Salaries & Wages	65,108.00	2,990.84	24,713.36	37.96%
Benefits	15,867.00	853.96	5,413.04	34.12%
Contracts for Sub Teachers	3,495.00	-	-	0.00%
Indirect Costs	2,120.00	-	-	0.00%
Inservice/Staff Dev.	26,957.00	462.00	7,678.17	28.48%
<b>Total Title II</b>	<b>113,547.00</b>	<b>4,306.80</b>	<b>37,804.57</b>	<b>33.29%</b>
<b>Title III</b>				
Instructional Supplies & Materials	12,853.00	780.44	10,665.60	82.98%
Indirect Costs	100.00	-	-	0.00%
Inservice/Staff Dev.	2,400.00	-	225.00	9.38%
Regular Instruction Equipment	930.00	-	904.74	97.28%
<b>Total Title III</b>	<b>16,283.00</b>	<b>780.44</b>	<b>11,795.34</b>	<b>72.44%</b>
<b>Title IV</b>				
Contracts for Sub Teachers	6,966.00	754.65	2,612.25	37.50%
Instructional Supplies & Materials	26,275.00	627.40	12,798.58	48.71%
Other Supplies	17,871.00	4,805.00	11,790.95	65.98%
Inservice/Staff Dev.	69,841.00	3,213.64	17,914.70	25.65%
Regular Instruction Equipment	17,000.00	6,874.00	8,874.01	52.20%
Other Equipment	2,722.00	2,024.95	2,411.95	88.61%
<b>Total Title IV</b>	<b>140,675.00</b>	<b>18,299.64</b>	<b>56,402.44</b>	<b>40.09%</b>
<b>Carl Perkins - Basic</b>				
Travel	9,670.00	-	-	0.00%
Instructional Supplies & Materials	11,075.00	-	11,075.00	100.00%
Other Supplies	17,300.00	-	9,083.00	52.50%
Inservice/Staff Dev.	6,350.00	-	3,511.75	55.30%
Vocational Equipment	6,288.00	-	-	0.00%
<b>Total Carl Perkins - Basic</b>	<b>50,683.00</b>	<b>-</b>	<b>23,669.75</b>	<b>46.70%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending January 31, 2022

<b>IDEA B</b>				
Salaries & Wages	813,093.00	58,194.62	347,255.53	42.71%
Benefits	306,829.00	17,252.78	97,206.68	31.68%
Contracts W/Private Agencies	178,679.00	2,975.00	53,521.10	29.95%
Maintenance & Repairs-Vehicles	3,000.00	914.00	914.00	30.47%
Travel	600.00	36.40	203.40	33.90%
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	633.15	853.06	42.65%
Instr. Supplies	80,000.00	-	1,375.00	1.72%
Other Supplies	90,000.00	164.99	779.89	0.87%
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%
<b>Total IDEA B</b>	<b>1,773,747.00</b>	<b>80,170.94</b>	<b>512,370.01</b>	<b>28.89%</b>

<b>IDEA Preschool</b>				
Contracts W/Private Agencies	514.00	-	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	(518.30)	2,784.76	64.81%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	13,022.00	-	-	0.00%
Equipment	2,000.00	-	-	0.00%
<b>Total IDEA Preschool</b>	<b>32,621.00</b>	<b>(518.30)</b>	<b>4,644.76</b>	<b>14.24%</b>

<b>IDEA SPDG</b>				
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%
<b>Total IDEA SPDG</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

<b>ESSER 1.0</b>				
Contracts W/Private Agencies	19,000.00	-	-	0.00%
Contracts for Sub Teachers	9,459.00	-	9,459.00	100.00%
Other Contracted Svcs	21,303.00	-	21,303.00	100.00%
Custodial Supplies	19,673.00	-	19,672.87	0.00%
Instructional Supplies & Materials	25,348.00	742.63	20,202.14	79.70%
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%
<b>Total ESSER 1.0</b>	<b>204,447.00</b>	<b>742.63</b>	<b>160,715.41</b>	<b>78.61%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending January 31, 2022

<b>ESSER 2.0</b>				
Salaries & Wages	233,890.00	12,477.76	96,329.55	41.19%
Benefits	90,144.00	3,011.14	21,201.06	23.52%
Contracts W/Private Agencies	550,000.00	10,494.00	301,428.00	54.81%
Building Construction	3,769,086.00	381,626.74	3,731,369.00	99.00%
<b>Total ESSER 2.0</b>	<b>4,643,120.00</b>	<b>407,609.64</b>	<b>4,150,327.61</b>	<b>89.39%</b>
<b>ESSER 3.0</b>				
Salaries & Wages	3,681,993.00	92,132.81	864,558.84	23.48%
Benefits	725,933.00	19,123.18	148,951.21	20.52%
Communication	17,000.00	-	17,000.00	100.00%
Contracts W/Private Agencies	110,000.00	11,400.00	11,400.00	10.36%
Custodial Services	200,000.00	-	-	0.00%
Contracts for Sub Teachers	400,000.00	19,482.55	164,234.90	41.06%
Instructional Supplies & Materials	109,243.00	-	-	0.00%
Software	73,685.00	-	-	0.00%
Building Construction	4,170,295.00	689,743.31	689,743.31	16.54%
Reg Instruction Equipment	1,819,349.00	1,271,552.38	1,271,552.38	69.89%
<b>Total ESSER 3.0</b>	<b>11,307,498.00</b>	<b>2,103,434.23</b>	<b>3,167,440.64</b>	<b>28.01%</b>
<b>ESSER Planning Grant</b>				
Other Contracted Svcs	175,000.00	7,030.00	53,200.00	30.40%
<b>Total ESSER Planning Grant</b>	<b>175,000.00</b>	<b>7,030.00</b>	<b>53,200.00</b>	<b>30.40%</b>
<b>Civics Seal Grant</b>				
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%
<b>Total Civics Seal Grant</b>	<b>15,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>ARP IDEA</b>				
Salaries & Wages	65,000.00	-	-	0.00%
Benefits	15,000.00	-	-	0.00%
Contracts for Sub Teachers	12,000.00	348.30	696.60	5.81%
Other Contracted Svcs	25,000.00	2,143.98	8,962.67	35.85%
Other Supplies	34,732.00	-	32,760.00	94.32%
Inservice/Staff Dev.	15,000.00	1,118.57	5,229.09	34.86%
Special Education Equipment	165,000.00	29,121.00	29,720.70	18.01%
<b>Total ARP IDEA</b>	<b>331,732.00</b>	<b>32,731.85</b>	<b>77,369.06</b>	<b>23.32%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending January 31, 2022

<b>ARP IDEA Preschool</b>				
Noncertified Sub	15,000.00	484.72	484.72	3.23%
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%
<b>Total ARP IDEA Preschool</b>	<b>22,116.00</b>	<b>484.72</b>	<b>2,254.62</b>	<b>10.19%</b>
<b>Epidemiology &amp; Lab Capacity (ELC) Grant</b>				
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%
<b>Total Epidemiology &amp; Lab Capacity (ELC) Grant</b>	<b>1,032,725.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TN All Corps</b>				
Salaries & Wages	247,600.00	5,600.00	5,600.00	2.26%
Benefits	28,400.00	422.52	422.52	1.49%
Other Supplies & Materials	4,000.00	-	-	0.00%
<b>Total TN All Corps</b>	<b>280,000.00</b>	<b>6,022.52</b>	<b>6,022.52</b>	<b>2.15%</b>
<b>Total Expenditures</b>	<b>22,199,018.00</b>	<b>2,745,169.85</b>	<b>8,724,059.08</b>	<b>39.30%</b>
<b>TOTAL FUND BALANCE</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	

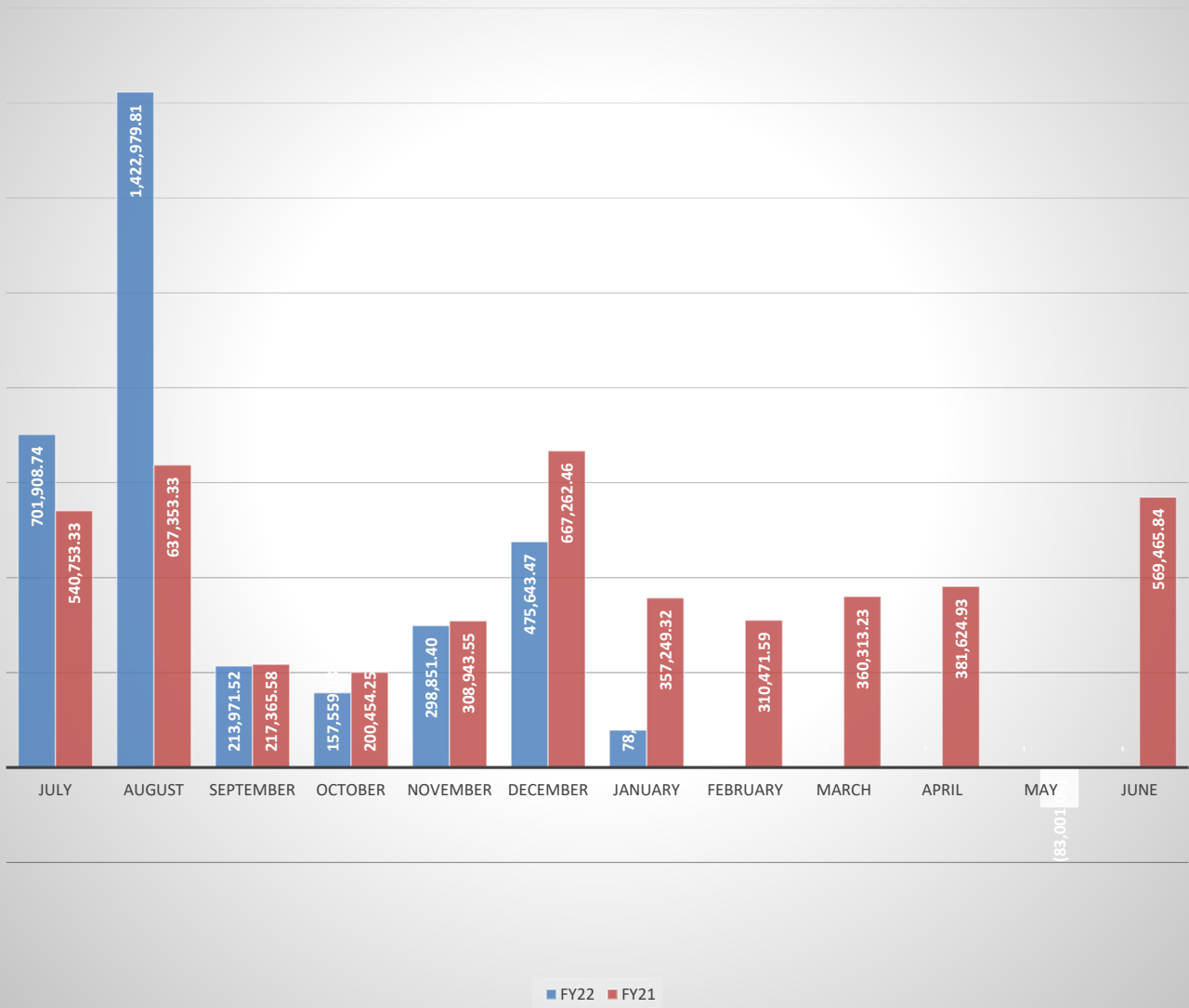
Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
As of Month Ending January 31, 2022

	Month	FYTD	BUDGET	EXPENDED
<b>REVENUES:</b>				
Employee Contributions	186,239.56	1,029,063.44	1,938,402.00	53.09%
Employer Contributions	343,262.01	1,902,861.74	3,606,846.00	52.76%
Other Income	44,392.00	91,975.50	200,000.00	45.99%
Interest Income	23.43	194.57	-	0.00%
Reserves	-	-	428,100.00	0.00%
<b>TOTAL REVENUES:</b>	573,917.00	3,024,095.25	6,173,348.00	48.99%
<b>EXPENDITURES:</b>				
Medical Claims	78,681.79	3,349,596.71	5,183,348.00	64.62%
Stop-Loss Premiums	72,096.51	447,328.06	750,000.00	59.64%
Administrative Expenses	20,071.55	144,084.07	240,000.00	60.04%
<b>TOTAL EXPENDITURES:</b>	170,849.85	3,941,008.84	6,173,348.00	63.84%
<b>FUND BALANCE</b>	<b>403,067.15</b>	<b>(916,913.59)</b>	-	

	FY 22 Cash Basis Claims	FY 21 Cash Basis Claims		
July	701,908.74	540,753.33		
August	1,422,979.81	637,353.33		
September	213,971.52	217,365.58		
October	157,559.98	200,454.25		
November	298,851.40	308,943.55		
December	475,643.47	667,262.46		
January	78,681.79	357,249.32		
February	-	310,471.59		
March	-	360,313.23		
April	-	381,624.93		
May	-	(83,001.04)		
June	-	569,465.84		
Y-T-D	3,349,596.71	4,468,256.37	Monthly Average Budgeted	431,945.67

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
 As of Month Ending January 31, 2022

**Analysis of Cash Basis Claims for FY 2021-22**



Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**CAPITAL PROJECTS FUND**  
As of Ending January 31, 2022

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
<b>REVENUES:</b>				
County Commission	2,200,000.00	-	-	0.00%
Bonds Issued	5,000,000.00	211,658.89	1,646,924.93	32.94%
Transfers from City of Germantown	1,500,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	<u>1,760,165.25</u>	-	-	0.00%
<b>TOTAL REVENUES:</b>	<u>10,460,165.25</u>	<u>211,658.89</u>	<u>1,646,924.93</u>	<u>15.74%</u>
<b>EXPENDITURES:</b>				
Architects	323,040.25	14,805.53	14,805.53	4.58%
Building Construction	<u>10,137,125.00</u>	<u>808,555.73</u>	<u>2,571,810.06</u>	<u>25.37%</u>
<b>TOAL EXPENDITURES:</b>	<u>10,460,165.25</u>	<u>823,361.26</u>	<u>2,586,615.59</u>	<u>24.73%</u>
<b>FUND BALANCE</b>	<u>-</u>	<u>(611,702.37)</u>	<u>(939,690.66)</u>	

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**CAFETERIA FUND**

As of Month Ending January 31, 2022

	<b>BUDGET</b>	<b>Month</b>	<b>YTD</b>	<b>EXPENDED</b>
<b>REVENUES:</b>				
Lunch, Breakfast, A la Carte Sales	467,180.00	51,168.15	272,130.92	58.25%
USDA School Lunch	859,552.00	236,520.02	1,159,061.85	134.84%
USDA Breakfast	76,890.00	39,523.04	180,062.78	234.18%
Other State Funds	-	-	-	0.00%
Other Federal Thru State Funds	-	-	3,565.11	0.00%
Other Revenue	4,000.00	-	2,270.00	56.75%
Reserves	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>1,407,622.00</b>	<b>327,211.21</b>	<b>1,617,090.66</b>	<b>114.88%</b>
<b>EXPENDITURES:</b>				
Other Contracted Services - SFE	1,383,622.00	232,757.50	1,167,481.92	84.38%
<b>NET BALANCE</b>	<b>24,000.00</b>	<b>94,453.71</b>	<b>449,608.74</b>	<b>1873.37%</b>
<b>DISTRICT EXPENDITURES:</b>				
Maint and Repair - Equipment	40,000.00	1,177.47	5,103.32	12.76%
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%
<b>TOTAL DISTRICT EXPENDITURES</b>	<b>124,000.00</b>	<b>1,177.47</b>	<b>11,195.12</b>	<b>9.03%</b>
<b>EXPENDITURES TOTAL</b>	<b>1,507,622.00</b>	<b>233,934.97</b>	<b>1,178,677.04</b>	
Excess/(Def) of Revenues over Expenditures	(100,000.00)	93,276.24	438,413.62	-438.41%
Operating Transfer In	100,000.00	-	-	0.00%
<b>FUND BALANCE</b>	<b>-</b>	<b>93,276.24</b>	<b>438,413.62</b>	

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**OPEB TRUST**

As of Month Ending January 31,2022

	<u>Month</u>	<u>YTD</u>	<u>BUDGET</u>	<u>EXPENDED</u>
<b>REVENUES:</b>				
Employer Contributions	679,422.00	679,422.00	755,000.00	89.99%
Retiree Contributions	-	-	80,000.00	0.00%
Interest and Dividend Income	2,970.67	55,440.25	75,000.00	73.92%
Realized gain/(loss) on investments	(4,944.68)	317,713.33	-	0.00%
Unrealized gain/(loss) on investments	(189,184.92)	(397,931.71)	280,000.00	-142.12%
Other Income			-	0.00%
<b>TOTAL REVENUES</b>	<b>488,263.07</b>	<b>654,643.87</b>	<b>1,190,000.00</b>	<b>55.01%</b>
<b>EXPENDITURES:</b>				
Retiree Stipends	(92,147.87)	44,550.00	64,000.00	69.61%
Medical Claims	228,404.56	228,404.56	600,000.00	38.07%
Insurance Premiums	-	-	48,000.00	0.00%
Administrative Expenses	1,208.33	17,158.31	25,000.00	68.63%
<b>TOTAL EXPENDITURES</b>	<b>137,465.02</b>	<b>290,112.87</b>	<b>737,000.00</b>	<b>39.36%</b>
<b>FUND BALANCE</b>	<b>350,798.05</b>	<b>364,531.00</b>	<b>453,000.00</b>	

	School Operating	Federal	Cafeteria	Capital	Health Insurance	OPEB Trust	General Fixed Asset	Total
<b>ASSETS</b>								
Cash and Cash Equivalents	3,312,651.36	(1,394,590.05)	492,449.54	820,474.95	1,107,133.06	82,124.97	-	4,420,243.83
Investments - LGIP	9,065,512.94	-	-	-	1,057,480.20	4,561,807.59	-	14,684,800.73
Investments - Money Market	10,002,197.49	-	-	-	-	-	-	10,002,197.49
Accrued Interest	-	-	-	-	-	3.39	-	3.39
Accounts Receivable	17,759.79	-	276,043.06	-	-	-	-	293,802.85
Due from Other Govts	-	1,400,671.92	-	-	-	-	-	1,400,671.92
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	30,238.10	-	-	-	-	-	-	30,238.10
Restricted Investments - SRT	371,525.00	-	-	-	-	-	-	371,525.00
Prepaid Expenses	6,650.00	-	-	-	-	-	-	6,650.00
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,970,270.25	1,970,270.25
Buildings	-	-	-	-	-	-	109,787,774.30	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)
<b>ASSETS TOTAL</b>	<b>22,806,534.68</b>	<b>6,081.87</b>	<b>768,492.60</b>	<b>820,474.95</b>	<b>2,164,613.26</b>	<b>4,643,935.95</b>	<b>120,640,681.16</b>	<b>151,850,814.47</b>
<b>LIABILITIES</b>								
Accounts Payable	40,451.69	6,081.87	232,757.50	-	-	-	-	279,291.06
Accrued Expenses	58,461.50	-	-	-	850,555.00	-	-	909,016.50
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	-	-	96,044.06	-	-	-	-	96,044.06
<b>LIABILITIES TOTAL</b>	<b>98,913.19</b>	<b>6,081.87</b>	<b>328,801.56</b>	<b>-</b>	<b>850,555.00</b>	<b>-</b>	<b>-</b>	<b>1,284,351.62</b>
<b>FUND BALANCE</b>								
Change in Fund Balance	1,223,081.91	-	438,413.62	(939,690.66)	(916,913.59)	364,531.00	2,417,856.41	2,587,278.69
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	22,707,621.49	-	439,691.04	820,474.95	1,314,058.26	4,643,935.95	120,640,681.16	150,566,462.85
<b>LIABILITIES AND FUND BAL</b>	<b>22,806,534.68</b>	<b>6,081.87</b>	<b>768,492.60</b>	<b>820,474.95</b>	<b>2,164,613.26</b>	<b>4,643,935.95</b>	<b>120,640,681.16</b>	<b>151,850,814.47</b>
<b>VARIANCE</b>	<b>-</b>	<b>(0.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## **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: <b>Review: Annually, in November</b>	Descriptor Term: <b>School Board Legal Status and Authority</b>	Descriptor Code: <b>1.100</b>	Issued Date: <b>2/**/2022 12/02/13</b>
		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.<sup>1</sup>

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.<sup>2</sup>

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.

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

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.<sup>+</sup> The Board functions only when  
 4 in session.

5 The Board sees these as its required functions:

6 **1. Policy Oversight:**<sup>2</sup> 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:**<sup>3</sup> 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:**<sup>4</sup> 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: <b>Review: Annually, in November</b>	Descriptor Term: <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>2/**/22</b> <b>12/02/13</b>
		Rescinds:	Issued:

1 The legal status of Board members shall be as follows:<sup>1</sup>

## 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 basis<sup>1</sup> and shall be citizens of recognized integrity, intelligence, and ability to administer  
8 the duties of the office.<sup>2</sup> 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.<sup>4</sup>

## 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,<sup>3</sup> if the Board member ceases to be a resident of  
18 the City of Germantown, or through due process proceedings.<sup>4</sup>

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

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### 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

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

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:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Boardmanship Code of Ethics</h2>	Descriptor Code: <h3 style="text-align: center;">1.1061</h3>	Issued Date: 2/**/22 <h3 style="text-align: center;">12/02/13</h3>
		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: <b>Review: Annually, in November</b>	Descriptor Term: <b>Board Member Conflict of Interest</b>	Descriptor Code: <b>1.107</b>	Issued Date: 2/**/22 <b>12/02/13</b>
		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.<sup>†</sup>

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.<sup>†</sup>

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Legal References

† T.C.A. 12-4-101, 102

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Nepotism</b>	Descriptor Code: <b>1.108</b>	Issued Date: <b>2/**/22 05/19/14</b>
		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.~~<sup>†</sup> 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.<sup>†</sup>

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.

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Legal References

† T.C.A. 49-2-202(a)(3)

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Cross-References

Assignment/Transfer 5-115



# Germantown Municipal School District

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

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Legal References

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



# Germantown Municipal School District

Monitoring: Review: <b>Annually, in November</b>	Descriptor Term: <b>Duties of Officers</b>	Descriptor Code: <b>1.201</b>	Issued Date: <b>2/**/22 12/02/13</b>
		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;<sup>+</sup>
- 5 3. To appoint committees authorized by the Board;<sup>+</sup>
- 6 4. To function as Chairman of the Executive Committee;<sup>+</sup>
- 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;<sup>+</sup>
- 9 6. To conduct Board hearings;<sup>2</sup>
- 10 7. To prepare the school budget with the ~~director of schools~~ Superintendent;<sup>3</sup>
- 11 8. To authorize the use of mechanical check-writing equipment;<sup>4</sup>
- 12 9. To certify the value of surplus property valued less than ~~\$250~~ 500;<sup>5</sup>
- 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.<sup>6</sup>  
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.

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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)

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

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Legal References

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

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Cross-References

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



# Germantown Municipal School District

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

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;<sup>†</sup>
- 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<sup>2,3</sup>**

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<sup>2,3</sup>**

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:**<sup>2,3</sup>

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:**<sup>2,3</sup>

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.

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#### Legal References

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

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#### 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:  <b>Review: Annually, in November</b>	Descriptor Term: <b>Board - Superintendent Relations</b>	Descriptor Code: <b>1.205</b>	Issued Date: <del>2/**/22</del> <b>12/03/13</b>
		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.

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~~Cross-References~~

~~Role of the Board of Education 4.101~~  
~~Evaluation of the Director of Schools 5.803~~



# Germantown Municipal School District

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Board Committees</h2>	Descriptor Code: <b>1.300</b>	Issued Date: 2/**/22 <b>12/02/13</b>
		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.<sup>1</sup> 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.<sup>2</sup>

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**Legal References**

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

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**Cross References**

- Duties of Officers 1.201
- School Board Meetings 1.400
- Public Hearings 1.401



# Germantown Municipal School District

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>School Attorney</b>	Descriptor Code: <b>1.302</b>	Issued Date: <b>2/**/22</b> <b>12/02/13</b>
		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.<sup>†</sup>

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#### Legal References

† T.C.A. 49-2-203(b)(5)



# Germantown Municipal School District

Monitoring:  <b>Review: Annually, in December</b>	Descriptor Term:  <h2 style="text-align: center;">Consultants</h2>	Descriptor Code: <h3 style="text-align: center;">1.303</h3>	Issued Date 2/**/22: <h3 style="text-align: center;">12/02/13</h3>
		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.~~

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*Cross References*

~~Bids and Quotations 2.806~~

~~Purchase Orders and Contracts 2.808~~



# Germantown Municipal School District

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

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.

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Legal References

T.C.A. § 39-17-306

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Cross-References

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



# Germantown Municipal School District

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Rules of Order</b>	Descriptor Code: <b>1.405</b>	Issued Date: <b>2/**/22</b> <b>12/02/13</b>
		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.<sup>+</sup>

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.~~<sup>2</sup>

## 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.<sup>3</sup>

## 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.

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### Legal References

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

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

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Board Meeting Minutes</b>	Descriptor Code: <b>1.406</b>	Issued Date: <b>2/**/22</b> <b>12/02/13</b>
		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.<sup>1</sup> 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.<sup>2,3</sup> 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.<sup>4</sup>

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;<sup>2</sup>
- 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;<sup>2</sup>
- 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.

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## 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)

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## Cross-References

~~Duties of Officers 1.201~~



# Germantown Municipal School District

Monitoring:  <b>Review: Annually, in December</b>	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.

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*Cross-References*

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



# Germantown Municipal School District

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

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~~  
33 ~~the month following (30) days of employment period and expire on the last day of the~~  
34 ~~month during which the employee terminates from service with GMSD. Details~~  
35 ~~regarding life insurance coverage for eligible GMSD employees are available in the~~  
36 ~~Certificate of Coverage, located in the Human Resources Department.~~

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:  <b>Review: Annually, in December</b>	Descriptor Term:  <b>Workers' Compensation</b>	Descriptor Code: <b>3.602</b>	Issued Date: <b>2/**/22</b> <b>12/16/15</b>
		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.<sup>4</sup>

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.<sup>2</sup> 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

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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-

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Cross-References

- Sick Leave 5.302
- Physical Assault Leave 5.307

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

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:<sup>4</sup>

- 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;<sup>2</sup> and  
14 5. Take and pass a United States civics test.<sup>3</sup>

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 STUDENTS<sup>4</sup>**

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,<sup>3</sup> 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:<sup>4</sup>

- 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 10<sup>th</sup> 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:<sup>4</sup>

- 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.<sup>6</sup>

5 **EARLY GRADUATION<sup>7</sup>**

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

- 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.<sup>+</sup>
  
- 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.

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Legal References

<sup>+</sup> T.C.A. § 49-5-402

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Cross-References



# Germantown Municipal School District

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

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 15<sup>th</sup> 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



## **2.16.22 RATIONALE FOR REVISION OF POLICIES**

Revisions are recommended for the following,  
**First Reading 2.22.22 / Second Reading 3.29.22**

**During the past few months, we have observed the need to review policies not just for legal sufficiency but also for necessity. Emerging from that review is the discovery that there are policies some of which are not legally required, are aspirational in nature, and/or are unenforceable as a matter of policy. Going forward, we recommend that some policies be repealed, if they fall into those categories.**

**REPEAL Policy 1.602 Administrative Committees** - The reason for recommending the repeal of this policy is that inherent in his job responsibilities, the Superintendent may exercise his discretion to establish committees, without need for a policy.

**REPEAL Policy 1.603 Administrative Reports**-The reason for recommending the repeal of this policy is that the Superintendent and his staff routinely provide administrative reports. Many of the items listed in this policy are already embedded in documents the Board receives throughout the year; additionally, some of the items listed are unclear. To have such a policy seems redundant and/or creates a lack of clarity as to what is expected.

**REPEAL Policy 1.700 School District Goals**- The reason for recommending the repeal of this policy is that while it is clearly within the Board's purview to establish school district goals, the goals in this policy are primarily aspirational and are, for the most part, unenforceable as a matter of policy. It is to be noted that this policy is not the same as the Board's "strategic plan".

**Revision Policy 1.601 Administrative Procedures**-The recommended changes to this policy involve changing "director of schools" to "Superintendent", capitalizing words, removing superfluous language, removing footnote numbers and updating citations.

**Revision Policy 1.701 School District Planning**-The recommended changes to this policy remove superfluous and obsolete language. The language regarding the "board retreat" is removed because the Board has the inherent authority to have a board retreat without the need to reference same in a policy. Removed footnote and updated citations

**Revision Policy 1.703 School Attendance Zones**- The recommended changes to this policy include changing "director of schools" to "Superintendent", replacing the word "areas" with the more common reference with "zones", and updated the policy to reflect common attendance zone considerations. Removed footnote and updated citation.

**Revision Policy 1.802 Section 504 and ADA Grievance Procedures-**Updated policy to reflect current legal requirements and contact information. Removed footnotes and updated citations.

**Revision Policy 1.808 Registered Sex Offenders-**Updated policy to reflect current legal requirements. Removed footnote and updated citation.

**Revision Policy 1.809 Non-Discrimination Statements-** Changed title of Title IX Coordinator, removed footnotes and updated citations.

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Administrative Committees</b>	Descriptor Code: <b>1.602</b>	Issued Date: <b>3/**/22</b> <b>12/02/13</b>
		Rescinds:	Issued:

1 ~~The director of schools may establish such committees as he/she finds necessary for proper~~  
2 ~~administration of board policies and for the improvement of the total educational program.~~

3 ~~All administrative committees created by the director of schools shall be for the purpose of~~  
4 ~~obtaining the advice and counsel of administrative and supervisory personnel of the system and to aid~~  
5 ~~in communication. Authority for establishing policy remains with the Board and authority for~~  
6 ~~implementing policy remains with the director of schools.~~

7 ~~The membership, composition, and responsibilities of committees will be defined by the director~~  
8 ~~of schools and may be changed at his/her discretion.~~

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Cross References

Qualifications/Duties of the Director of Schools 5.802

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Administrative Reports</b>	Descriptor Code: <b>1.603</b>	Issued Date: <b>3/**/22</b> <b>12/02/13</b>
		Rescinds:	Issued:

1 ~~At each board meeting, the director of schools shall report the names of new personnel employed since~~  
2 ~~the last meeting of the Board.~~

3 ~~The director of schools shall make annual reports concerning conditions of efficiency and needs of the~~  
4 ~~school system. Included in this report shall be information regarding employment of instructional staff~~  
5 ~~as follows:~~

- 6 ~~1. Number of applicants interviewed and the number employed;~~
- 7
- 8 ~~2. Procedures being used to ensure that the best applicants are being selected;~~
- 9
- 10 ~~3. Evidence that all non-tenured teachers were evaluated;~~
- 11
- 12 ~~4. Number of non-tenured teachers;~~
- 13
- 14 ~~5. Number of teachers non-renewed;~~
- 15
- 16 ~~6. Percent of non-tenured teachers who scored at each level on the evaluation scale;~~
- 17
- 18 ~~7. Percent of tenured teachers who scored at each level on the evaluation scale;~~
- 19
- 20 ~~8. Percent of principals who scored at each level on the evaluation scale;~~
- 21
- 22 ~~9. Evidence of high correlation between evaluation and productivity;~~
- 23
- 24 ~~10. Percent of supervisory personnel (other than principals) who scored at each level on the~~  
25 ~~evaluation scale; and~~
- 26
- 27 ~~11. Summary and explanation of how the school system fared on the *Report Card* distributed by~~  
28 ~~the State Department of Education.~~

29 ~~Board members shall be made aware of all reports prepared by the director of schools' office for~~  
30 ~~transmittal to the local legislative body, the State Department of Education, or any state or federal~~  
31 ~~agency.~~

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Cross-References

Qualifications/Duties of the Director of Schools 5.802

REPEAL

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>School District Goals</b>	Descriptor Code: <b>1.700</b>	Issued Date: <b>3/**/22</b> <b>04/07/14</b>
		Rescinds:	Issued:

1 The Board is charged with the responsibility of determining the educational goals of the school system.  
2 In discharging that responsibility, the Board has adopted the following goals in four primary areas:  
3 Instruction, personnel, students and operations.

## 4 INSTRUCTION

- 5 ● Teach children how to think and become confident, independent learners.
- 6 ● Target instruction to the whole child.
- 7 ● Connect K-12 curriculum.
- 8 ● Hold all students to high standards.
- 9 ● Provide a wide range of instructional offerings, so students are college, service or career ready.
- 10 ● Recognize achievement in all endeavors.

## 11 STUDENTS

- 12 ● Prepare and produce successful and responsible citizens.
- 13 ● Meet individual needs by matching students to rigorous instruction/curriculum.
- 14 ● Instill in students the beliefs that they are capable of academic excellence and possess the  
15 potential to be his or her best.
- 16 ● Develop a comprehensive program for disabled students providing the least restrictive  
17 programs.

## 18 PERSONNEL

- 19 ● Value teachers and administrators with support in academics, development and instruction.
- 20 ● Maximize autonomy to the extent practicable and accountability of teachers, administration,  
21 board members and students.
- 22 ● Provide continuous professional development.
- 23 ● Recruit high quality teachers/administrators and ensure that there is an excellent teacher in  
24 every classroom.

## 25 OPERATIONS

- 26 ● Provide continuous improvement in fiscal and business management.
- 27 ● Embrace technology.
- 28 ● Ensure a safe learning/teaching environment.
- 29 ● Assure ongoing communication between superintendent and school board.

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Cross-References

Fiscal Management Goals 2.100  
Business Management Goals 3.100  
Instructional Goals 4.100  
Personnel Goals 5.100  
Student Goals 6.100

REPEAL

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Administrative Procedures</b>	Descriptor Code: <b>1.601</b>	Issued Date: <b>3/**/22</b> <b>12/02/13</b>
		Rescinds:	Issued:

1 The ~~director of schools~~ Superintendent is responsible for implementing Board policies and for  
2 interpreting them to staff, students and the public.<sup>1</sup>

3 The ~~director of schools~~ Superintendent, in consultation with Principals, staff members, and other  
4 persons and groups as appropriate to the topic, will develop administrative procedures as if necessary,  
5 to implement Board policies, ~~or for the items deemed necessary for the efficient operation of the~~  
6 ~~schools.~~<sup>2</sup>

7 Within the policies and ~~regulations~~ procedures of the Board and the ~~director of schools~~ Superintendent,  
8 the Principals are authorized to establish ~~rules and~~ procedures for the staff and students of their  
9 schools.

## 10 **DISSEMINATION**

11 ~~The director of schools is directed to establish and maintain an orderly plan for preserving and~~  
12 ~~making accessible to all employees the administrative procedures.~~

13 The Superintendent and Principals shall ensure that employees are aware of any procedures that apply  
14 to them.

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### Legal References

1. T.C.A. 49-2-203
2. T.C.A. 49-2-301
3. ~~TCA 49-2-301(b)(1)(A)~~
4. TCA 49-2-203(a)(2)

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### Cross-References

~~Qualifications/Duties of the Director of Schools 5.802~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>School District Planning</b>	Descriptor Code: <b>1.701</b>	Issued Date: <b>3/**/22 02/17/14</b>
		Rescinds:	Issued:

~~The Board shall develop comprehensive and long-range plans based on the following:~~

- ~~1. Identifying and analyzing the major factors that affect what and how students learn;~~
- ~~2. Developing and implementing a written five-year plan to include a mission statement, goals, objectives, strategies, and address the State Board of Education Master Plan and such plan shall be updated every two years;<sup>†</sup>~~
- ~~3. Establishing annual program improvement objectives, including major activities, expected outcomes, time-lines, responsible persons and required resources; and~~
- ~~4. Basing major budget decisions on long-range plans.~~

~~Each principal of each school shall work with the director of schools to develop and implement a school improvement plan. The plan shall be updated every two years and include areas such as curriculum, instruction, professional development, and community partnerships, and address the long-range strategic plan of the school system.<sup>†</sup>~~

~~The Board shall plan an annual retreat with the director of schools and appropriate staff. The purpose of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range plans; to determine which goals have been achieved and whether any new efforts are needed; and to review major issues that may affect the school system in the future. An annual status report on these plans shall be submitted to the Commissioner of Education by the date set by law in the required format.~~

~~The director of schools shall develop necessary procedures, forms or other measures to implement the goals of this policy.~~

**The Board shall adopt a written five-year strategic plan which shall be updated at least every two years.**

**The Board shall develop and implement a district-level improvement plan that operationalizes the five-year strategic plan. Each school must develop a school-level improvement plan that is student-focused and in support of the district-level plan. The district-level and school improvement plans must address identified priority needs and provide for continuous student growth and improvement. The district-level and school-level improvement plans must be developed on an annual basis and must include the essential elements of planning and specific plan requirements set forth by the State Board of Education.**

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Legal References

T.C.A. 49-1-613  
State Board Policy 2.101

1. TRR/MS-0520-01-03-.03(17)

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Cross-References

Role of the Board of Education 1.101  
Qualifications/Duties of the Director of Schools  
5.802

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>School Attendance Zones</b>	Descriptor Code: <b>1.703</b>	Issued Date: <del>3/**/22</del> <b>02/17/14</b>
		Rescinds:	Issued:

- 1 The Board shall establish school attendance ~~areas~~ zones and periodically review boundary  
2 adjustments. The ~~director of schools~~ Superintendent shall enforce these ~~areas~~ attendance zones as  
3 established by the Board.<sup>+</sup>
- 4 The primary considerations governing the establishment of a school attendance ~~area~~ zone are:
- 5 1. ~~The optimal learning~~ Programmatic capacity of each school;
  - 6 2. Current and projected enrollment data;
  - 7 3. Geographic boundaries;
  - 8 4. Transportation; and
  - 9 5. The proximity of each school to the students.

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## Legal References

- <sup>+</sup> TCA 49-6-403(e)

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Section 504 and ADA Grievance Procedures</b>	Descriptor Code: <b>1.802</b>	Issued Date: <b>3/**/22 02/03/14</b>
		Rescinds:	Issued:

1 The Board is committed to maintaining equitable employment/educational practices, services,  
2 programs and activities that are accessible and usable by qualified individuals with disabilities.

## 3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with  
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the  
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or  
7 activity receiving federal financial assistance.<sup>1</sup>

8 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual  
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,  
10 advancement, or discharge of employees, employee compensation, job training and other terms,  
11 conditions and privileges of employment.<sup>2</sup>

## 12 **COORDINATOR<sup>3</sup>**

13 ~~The Board shall designate at least one employee to coordinate its efforts to comply with and carry  
14 out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504,  
15 including any investigation of any complaint alleging non-compliance with the Acts or alleging  
16 any actions that would be prohibited by the Acts.~~

## 17 **NOTICE<sup>4</sup>**

18 ~~The Board shall make available the name, office address and telephone number of the  
19 ADA/Section 504 coordinator.~~

20 ~~Methods of initial and continuing notification may include the posting of notices, publication in  
21 newspapers and student and employee handbooks and distribution of memoranda or other written  
22 communications.~~

## 23 **COMPLAINT PROCEDURE<sup>5</sup>**

24 ~~The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or  
25 in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of  
26 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator  
27 will respond to all complaints within twenty (20) days with a written response as well as information  
28 on further grievance procedures that may be followed if the complaining party is not satisfied with  
29 the coordinator's proposed resolution.~~

1 **COORDINATOR**

2 The GMSD Federal Rights Coordinator shall be responsible for ensuring GMSD’s compliance with the  
 3 Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, including  
 4 investigations of complaints alleging non-compliance with the Acts or alleging any actions that would  
 5 be prohibited by the Acts.

6 Contact information for the GMSD Federal Rights Coordinators are as follows:

7 <b><u>For Employees:</u></b>	<b><u>For Students:</u></b>
8 Federal Rights Coordinator	Federal Rights Coordinator
9 Human Resources Assistant Superintendent	Student Services Assistant Superintendent
10 3350 S. Forest Hill Irene Rd.	3350 S. Forest Hill Irene Rd.
11 Germantown, Tennessee 38138	Germantown, Tennessee 38138
12 Telephone: (901) 752-7900	Telephone: (901) 752-7900
13 Email: frce@gmsdk12.org	Email: frcs@gmsdk12.org

14

15 **COMPLAINT PROCEDURE**

16 Complaints of violations of this Policy or the ADA or Section 504 of the Rehabilitation Act shall be  
 17 submitted orally or in writing to the GMSD Federal Rights Coordinator (GMSD Human Resources  
 18 Assistant Superintendent for Employees/Student Services Assistant Superintendent for Students) who  
 19 will endeavor to accomplish prompt and equitable resolution of complaints. The Federal Rights  
 20 Coordinator (GMSD Human Resources Assistant Superintendent for Employees/Student Services  
 21 Assistant Superintendent for Students) will respond to all complaints within twenty (20) business days  
 22 with a written response as well as information on further grievance procedures that may be followed if  
 23 the complaining party is not satisfied with the coordinator’s proposed resolution.

24

25 **DUE PROCESS HEARING PROCEDURES**

26 ~~Section 504 of the Rehabilitation Act of 1973 provides provides the right to an impartial due process~~  
 27 ~~hearing if a parent wishes to contest any action of the school system with regard to a child’s~~  
 28 ~~identification, evaluation, and placement under Section 504.~~<sup>6</sup> If a parent/guardian of a student is  
 29 dissatisfied with the GMSD Federal Rights Coordinator’s response regarding complaints pertaining to  
 30 Section 504 of the Rehabilitation Act of 1973, the parent/guardian may request an impartial due  
 31 process hearing. If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right  
 32 to personally participate and to be represented at the hearing by an attorney or advocate at the  
 33 parent’s expense. Contested actions or omissions that are appropriate for a Section 504 hearing

1 should involve identification, evaluation, or placement issues involving a child who has or is  
2 believed to have a disability.

### 3 *Request for Hearing*

4 A parent/guardian who wishes to challenge an action or omission with regard to the  
5 identification, evaluation, or placement of a student who has or is believed to have a disability as  
6 defined by Section 504, shall make an oral or written request for a due process hearing to the  
7 ~~Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided~~  
8 ~~through the Central Office.~~ **GMSD Federal Rights Coordinator.**

### 9 *Impartial Hearing Officer*

10 The ~~director of schools~~ **Superintendent** or his/her designee shall appoint an impartial hearing  
11 officer to preside over the hearing and issue a decision. Such appointment will be made within  
12 fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer  
13 will be hired as an independent contractor at no expense to the parent. The hearing officer that is  
14 appointed shall not be a current employee of the school system and shall not be related to any  
15 member of the Board of Education. The hearing officer need not be an attorney but shall be  
16 familiar with the requirements of Section 504 and the hearing procedures under Section 504. The  
17 choice of an impartial hearing officer is final and may not be presented as an issue at the due process  
18 hearing since such an issue would not relate to the identification, evaluation, or placement of a  
19 disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed  
20 hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of  
21 competent jurisdiction or in a complaint to the Office for Civil Rights.

22 Office for Civil Rights  
23 U.S. Department of Education  
24 61 Forsyth St. S.W., Suite 19T10  
25 Atlanta, GA 30303-8927  
26 Telephone: 404-974-9406; TDD: 877-521-2172  
27 Email: OCR.Atlanta@ed.gov

### 28 *Scheduling of Hearing*

29 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her  
30 appointment and provide this information in writing to the parent/guardian and the ~~Section 504~~  
31 ~~coordinator.~~ **GMSD Federal Rights Coordinator.** The hearing shall take place at a mutually agreeable  
32 time and place.

### 33 *Continuances*

34 Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of  
35 the hearing date and set a new hearing date.

1 *Legal Representation at Hearing*

2 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must  
3 inform the ~~Section 504 coordinator~~ **GMSD Federal Rights Coordinator**. and the appointed hearing  
4 officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the  
5 hearing can be continued upon the **C**oordinator's request.

6 *Pre-Hearing Conference*

7 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or  
8 his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-  
9 Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and  
10 answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be  
11 held via telephone or in person depending on the hearing officer's decision based on the  
12 convenience to both parties.

13 *Dismissals*

14 If after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law,  
15 alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a  
16 Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect  
17 explaining the basis for such finding.

18 *Hearing*

19 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be  
20 closed to the public unless the parent/guardian requests an open hearing. The hearing officer may  
21 reasonably limit testimony and introduction of exhibits for reasons or relevance.

22 *Recording*

23 Instead of a formal written transcript produced by a court reporter, the entire due process hearing  
24 will be video recorded. The school system shall provide a copy of the recording to the  
25 parent/guardian upon request. In order for an accurate recording to be made, the parties and  
26 witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian  
27 appeals the decision of the hearing officer to a court of competent jurisdiction, the school system  
28 shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

29 *Witnesses*

30 Witnesses will present their information in narrative form, without the traditional question and  
31 answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party  
32 may request that the hearing officer, at his/her discretion, ask a witness a certain question.

33 *Format of Presentation*

34 Each side will have an equal amount of time to present their positions as determined by the  
35 hearing officer. The parent/guardian will present his/her case first by making an opening statement

1 outlining the issues, calling witnesses, and making a closing argument. The school system will  
2 present its side next. At the end of the school system's presentation, the parent/guardian may offer  
3 a short response. Each side may present personally or through their representatives.

#### 4 *Submission of Exhibits*

5 As part of their presentations and at the discretion of the hearing officer, the parties may submit  
6 any reports, evaluations, correspondence, notes, or any other documents that may support their  
7 positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing  
8 officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be  
9 submitted for his/her review, as well as the number of witnesses and the length and/or scope of their  
10 presentations or statements.

#### 11 *Closing Arguments*

12 The hearing officer may allow or request written closing arguments summarizing and characterizing  
13 the information presented at the hearing.

#### 14 *Decision*

15 The hearing officer ~~may make an oral ruling at the conclusion of the hearing or take the case~~  
16 ~~under advisement and issue a written opinion.~~ shall issue written findings. Such decision findings  
17 shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any,  
18 the school system must take. Any issue or claim raised by the parent/guardian that is left  
19 unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The  
20 decision must be issued within forty-five (45) days after the date the Request for a Due Process  
21 Hearing is received by the ~~district.~~ GMSD Federal Rights Coordinator unless the parent agrees  
22 otherwise or the hearing officer has granted a continuance at the request of one of the parties. The  
23 hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or  
24 the district.

#### 25 *Review Procedure/Appeal*

26 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review  
27 of the decision in a court of competent jurisdiction.

#### 28 **OCR REVIEW**

29 A parent/guardian may file a complaint with the Office for Civil Rights (OCR) if she/he believes that  
30 GMSD has violated any provision or regulation of Section 504.

#### 31 The OCR may be contacted at:

32 **ATLANTA OFFICE:**  
33 Office for Civil Rights  
34 United States Department of Education  
35 61 Forsyth Street, Southwest  
36 Suite 19T10

**NATIONAL HEADQUARTERS:**  
Office for Civil Rights  
United States Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-1100

1 Atlanta, Georgia 30303-8927 Telephone: (800) 421-3481  
2 Telephone: (404) 974-9406 Facsimile: (202) 453-6012  
3 Facsimile: (404) 974-9471 TTY#: (800) 879-8339  
4 E-mail: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov) E-mail: [OCR@ed.gov](mailto:OCR@ed.gov)

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6  
7

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#### Legal References

1. ~~34 CFR § 104.4(a)~~
2. ~~42 USCA § 12112(a)~~
3. ~~28 CFR § 35.107~~
4. ~~28 CFR § 35.106; 34 CFR § 104.8~~
5. ~~28 CFR § 35.170, 35.172~~
6. ~~34 CFR § 104.36~~

28 C.F.R. § 35.106  
28 C.F.R. § 35.107  
28 C.F.R. § 35.170  
28 C.F.R. § 35.172  
34 C.F.R. § 104.36  
34 C.F.R. § 104.4  
34 C.F.R. § 104.8  
42 U.S.C.A. § 12112

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Registered Sex Offenders</b>	Descriptor Code: <b>1.808</b>	Issued Date: <b>3/**/22</b> <b>02/17/14</b>
		Rescinds:	Issued:

1 Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any  
2 school in this district, except for the limited circumstances stated in this policy.<sup>1</sup>

## 3 EMPLOYMENT

4 An individual listed by the State of Tennessee or any other state as a registered sex offender is ineligible for  
5 employment within the school district.

## 6 PRESENCE ON SCHOOL PROPERTY

7 ~~No registered sex offender, other than a student enrolled in the school in question, shall come on, about, or~~  
8 ~~within 1,000 feet of a local school's property line, except as provided below.<sup>2</sup> If any employee of the school~~  
9 ~~district becomes aware of any registered sex offender's presence on school property, he/she shall immediately~~  
10 ~~inform the principal, who shall direct the individual to leave the premises immediately. The principal shall~~  
11 ~~request assistance from local law enforcement authorities if offender resists the principal's directives. If the~~  
12 ~~registered sex offender repeats this restriction of coming on to school property, the principal may confer with~~  
13 ~~legal counsel to take appropriate legal action.~~

14 ~~Neither this policy nor state law impose any duty upon a principal or any other employee of the local school~~  
15 ~~district to review the sex offender registry for individuals who may come upon the property.~~

## 16 ~~PARENTS WHO ARE REGISTERED SEX OFFENDERS~~

17 ~~A parent or legal guardian of a child who is enrolled in the school may attend a conference with school~~  
18 ~~officials with the written permission of the school's principal.~~

19 ~~An offender who is a parent or legal guardian of a child or children enrolled in the school may come within the~~  
20 ~~1,000 feet limit provided that the individual is dropping off or picking up his/her child/children.~~

21 ~~Principals shall speak with the parent upon learning of their status as a sex offender to communicate the~~  
22 ~~restrictions of this policy and to establish open dialogue with the parent, as much as is possible or reasonable.~~  
23 ~~The principal shall take all appropriate measures to protect the privacy of the sex offender's child.~~

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### Legal References

1. TCA 40-39-201, *et seq.*
2. TCA 40-39-211(a)


- 1 A. No sexual offender, violent sexual offender or violent juvenile sexual offender shall knowingly  
2 establish a primary or secondary residence or knowingly accept employment within one thousand  
3 (1,000) feet of the property line of any GMSD school, GMSD playground or GMSD athletic  
4 field.
  
- 5 B. No sexual offender or violent sexual offender other than the exceptions specified within this  
6 policy shall be upon or remain on the premises of any GMSD building, school or grounds when  
7 the offender has reason to believe children under eighteen (18) years of age are present. No  
8 sexual offender or violent sexual offender shall stand, sit idly, whether or not the offender is in a  
9 vehicle, or remain within one thousand (1,000) feet of any GMSD building, school or grounds  
10 when children under eighteen (18) years of age are present, while not having a reason or  
11 relationship involving custody of or responsibility for a child or any other specific or legitimate  
12 reason for being there.
  
- 13 C. No sexual offender or violent sexual offender shall be in any conveyance owned, leased or  
14 contracted by GMSD to transport students to or from school or any related activity when children  
15 under eighteen (18) years of age are present.

16 **(1) EXCEPTIONS:**

- 17 (a) Sexual offenders or violent sexual offenders who are parents or legal guardians  
18 of a child/children enrolled in an GMSD school may request written permission  
19 from the school's Principal to attend conferences at the school; under such  
20 circumstances, if the Principal grants written permission, he/she shall attempt  
21 to schedule conferences when students are not present on the school premises.  
22 However, if the victim of the offender's sexual offense or violent sexual offense  
23 was a minor at the time of the offense and the victim is enrolled in the school,  
24 the Principal shall not grant permission for the offender to attend conferences  
25 or otherwise be on the premises of the school.
  
- 26 (b) Sexual offenders and violent sexual offenders who are the parents or legal  
27 guardians of GMSD students may drop off or pick up their child/children  
28 provided that the offender has provided written notice of the parent's offender  
29 status to the school's Principal upon enrollment.
  
- 30 (c) If the sexual offender is a student in attendance at the school.

31  
32 If any GMSD employee becomes aware of the presence of a sexual offender or violent sexual offender  
33 on GMSD property, he/she shall immediately inform the Principal or his/her designee. If the Principal  
34 or his/her designee has not granted written permission for the offender to be on the premises of an GMSD  
35 school as provided in this policy, the Principal shall require the sexual offender or violent sexual offender  
36 to leave GMSD premises. The Principal or his/her designee shall notify law enforcement that a sexual  
37 offender or violent sexual offender is on GMSD premises if the offender is on GMSD premises without  
38 the permission of the school Principal as provided in this Policy.

A violation of the provisions of this policy by a sexual offender or violent sexual offender constitute a Class E felony.

  
Legal References

T.C.A. § 40-39-211

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Non-Discrimination Statements</b>	Descriptor Code: <b>1.809</b>	Issued Date: <b>3/**/22</b> <b>08/25/20</b>
		Rescinds:	Issued:

1 The purpose of this policy is to ensure that Germantown Municipal School District's students, parents,  
2 employees, employment applicants and other third parties interacting with the District are treated in a  
3 non-discriminatory manner as provided by state and federal law.<sup>1</sup>

4 This policy applies to all students, parents, employees, employment applicants, and other third parties  
5 as provided by state and federal law.

## 6 **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED<sup>2</sup>**

7 The Germantown Municipal School District Board of Education prohibits discrimination on the basis  
8 of race, color and national origin in the educational programs or activities which are operated by  
9 Germantown Municipal School District.

10 Students or employees who believe that they have been discriminated against on the basis of their race,  
11 color or national origin must contact Germantown Municipal School District's designated Federal  
12 Rights Coordinators whose contact information appears below.

## 13 **TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972, AS AMENDED<sup>3</sup>**

14 The Germantown Municipal School District Board of Education prohibits discrimination on the basis  
15 of sex in the educational programs or activities which it operates. The prohibition against  
16 discriminating on the basis of sex in educational programs and activities extends to employment in and  
17 admission to such programs and activities.

18 Students or employees who believe that they have been discriminated against on the basis of sex in the  
19 educational programs or activities which Germantown Municipal School District operates must contact  
20 the district's designated Title IX Coordinator whose contact information is below:

21 Student Services Supervisor  
22 3350 S. Forest Hill Irene Rd.  
23 Germantown, TN. 38138  
24 Telephone: (901) 752-7900  
25 E-mail: [titleix@gmsdk12.org](mailto:titleix@gmsdk12.org)

Human Resources Supervisor  
3350 S. Forest Hill Irene Rd.  
Germantown, TN. 38138  
Telephone: (901) 752-7900  
E-mail: [titleix@gmsdk12.org](mailto:titleix@gmsdk12.org)

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27

28

**1 SECTION 504 /TITLE II OF THE AMERICANS WITH DISABILITIES ACT, AS AMENDED<sup>4</sup>**

2 The Germantown Municipal School District Board of Education prohibits the exclusion from  
3 participation in, the denial of benefits of, or the discrimination of any qualified persons with  
4 disabilities in any Germantown Municipal School District program on the basis of disability.

5 Qualified parents, students or employees with disabilities that believe that they have been excluded  
6 from participating in, denied benefits of, or have been discriminated against in any Germantown  
7 Municipal School District's program on the basis of disability must contact Germantown Municipal  
8 School District' designated Federal Rights Coordinators whose contact information appears below.

**9 TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED<sup>5</sup>**

10 The Germantown Municipal School District Board of Education prohibits discrimination of its  
11 employees and applicants for employment on the basis of race, color, religion, sex or national origin.  
12 The Germantown Municipal School District also prohibits discrimination against its employees on the  
13 basis of the employee's or applicant's association with another individual of a particular race, color,  
14 religion, sex or national origin.

15 Employees or applicants for employment that believe that they have been discriminated against on the  
16 basis of their race, color, religion, sex or national origin must contact Germantown Municipal School  
17 District's designated Federal Rights Coordinators whose contact information appears below.

**18 AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967<sup>6</sup>**

19 The Germantown Municipal School District Board of Education prohibits discrimination of its  
20 employees and applicants for employment on the basis of age. Employees or applicants for  
21 employment that believe they have been discriminated against on the basis of age must contact  
22 Germantown Municipal School District's designated Federal Rights Coordinators whose contact  
23 information appears below.

**24 TITLE II OF THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008<sup>7</sup>**

25 The Germantown Municipal School District Board of Education prohibits discrimination of its  
26 employees and applicants on the basis of genetic information. Employees or applicants for  
27 employment who believe they have been discriminated against on the basis of genetic information  
28 must contact Germantown Municipal School District's designated Federal Rights Coordinators whose  
29 contact information appears below.

**30 AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED<sup>8</sup>**

31 The Germantown Municipal School District's Board of Education prohibits discrimination against  
32 employees and applicants on the basis of disability.

33 Employees and applicants who believe they have been discriminated against on the basis of disability  
34 must contact Germantown Municipal School District's designated Federal Rights Coordinators whose  
35 contact information appears below.

## 1 Retaliation for Reporting Discrimination

2 The Germantown Municipal School District Board of Education prohibits retaliation by or against  
3 students, parents or guardians of students, and employees who file complaints of discrimination.

## 4 Contact Information

5 The following persons have been designated to handle inquiries regarding the non-discrimination  
6 policies, other than Title IX complaints:

7	<u>For Employees</u>	<u>For Students</u>
8	Federal Rights Coordinator	Federal Rights Coordinator
9	Human Resources <del>Executive Director</del>	Student Services Assistant Superintendent
10	Assistant Superintendent	
11	3350 S. Forest Hill Irene Rd.	3350 S. Forest Hill Irene Rd.
12	Germantown, Tennessee 38138	Germantown, Tennessee 38138
13	Telephone: (901) 752-7900	Telephone: (901) 752-7900
14	Email: frce@gmsdk12.org	Email: frcs@gmsdk12.org

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### Legal References

1. Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*
2. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*
3. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
4. Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*
5. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213
6. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
7. Genetic Information Nondiscrimination Act of 2008  
29 C.F.R. § 1604.11  
34 C.F.R. § 106.8  
34 C.F.R. § 110.25  
20 U.S.C. § 1681

# 2022-23 Special Course and Special Program of Study Application

Applications will be accepted from January 17, 2022 to March 4, 2022. Only applications submitted via this form will be accepted.

\* Required

\* This form will record your name, please fill your name.

**William Gillespie**

## District Information

1.School District Name \*

**Germantown Municipal Schools**

2.School District Number \*

**796**

The value must be a number

3.District Contact \*

**William Gillespie**

4.District Contact Email \*

**william.gillespie@gmsdk12.org**

5.District Contact Phone Number \*

**901.757.6040**

6.Is this a previously approved course with a course code? If, yes, include the course code in "Other." \*

No

7. Is this special course or program of study intended for a single school, selection of schools, or available district-wide? \*

Single School or Selection of Schools

Available District Wide

8. School Name(s) who will offer this special course/special program of study. \*

**Houston High School**

9. Enter email addresses for all parties to receive notification of application status changes.

\*

Separate email addresses with a semicolon (;)

**missy.abel@gmsdk12.org; mark.constant@gmsdk12.org;  
ted.fuller@gmsdk12.org; william.gillespie@gmsdk12.org**

10. Select the content area for this application \*

CTE

English

Fine Arts

Math

Physical Education or Health

Science

Social Studies

Special Education

World Language

11. We understand that district special courses will not satisfy the "third lab science" graduation requirement. \*

Consider using State Board approved standards for Scientific Research (G03H35) as it will satisfy the third lab science requirement, does not require a special course application, and a student may earn this credit multiple times for a series of special courses.

I understand and wish to continue.

12. Is the District Contact also the CTE Director? \*

Yes

No

13. CTE Director Name

**Ethan Constant**

14. CTE Director Email

**mark.constant@gmsdk.12.org**

15. Is this for a High School course/SPOS or a Middle School course? \*

High School course/SPOS

Middle School (SPOS only; CTE)

16. Should anyone else be contacted with questions regarding this application? \*

Yes

No

17. Application Contact

**William Gillespie**

18. Application Contact email address

**william.gillespie@gmsdk12.org**

19. We verify that the information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board of Education approved courses taught by appropriately endorsed teachers. \*

Statement of assurance

Compliance certified

20. We accept the laws set forth in public chapter 205. We verify that this application for a special course or special program of study is not in conflict with the statute relative to any instructional materials including textbooks, supplemental materials, and resources aligned to common core \*

Statement of assurance. Public chapter 205 <https://publications.tnsosfiles.com/acts/112/pub/pc0205.pdf>  
(<https://publications.tnsosfiles.com/acts/112/pub/pc0205.pdf>)

Compliance certified

21. We accept the laws set forth in public chapter 493, section 51. We verify that the prohibited topics set forth within the statute shall not be taught within this special course or special program of study. \*

Statement of assurance. Public chapter 493, section 51: <https://publications.tnsosfiles.com/acts/112/pub/pc0493.pdf>  
(<https://publications.tnsosfiles.com/acts/112/pub/pc0493.pdf>)

Compliance certified

22. We verify that we have proposed this course to our local board of education and the members of the board agree to allow this course to be offered within our district. \*In "other" include the date this course was presented to your local board of education. \*

Statement of assurance

Compliance certified

Other

# Non-CTE Special Course Information

100.Course Name \*

Be specific and include district name in the course title.

**Fine Arts Appreciation**

101.What is the proposed level for this special course?

- Level 1 (Introduction)
- Level 2 (Intermediate)
- Level 3 (Advanced)
- Level 4 (Capstone)

102.What is the justification for the proposed level for this special course?

**Fine Arts Appreciation**

103.Course Description \*

A course designed for students to fulfill a fine arts credit who may not desire a year-long experience in a single sphere of the fine arts. This survey course offers students quarterly rotations comprising experiences in theater, general music, visual arts, and film. Through experiences with each sphere, students will build familiarity with and understanding of the varied methodologies employed by artists. Students will work to develop basic competencies in creating and producing minor works as well as responding to and connecting with established works of art in multiple genres. Students will make use of critical thinking and problem solving skills necessary to analyze and evaluate established works of art and employ content specific critical strategies such as visual thinking – all of which support student engagement and cross-curricular connections invoking higher order thinking. Students who successfully complete the survey will earn the required graduation credit and may use the course as an option to determine an interest in pursuing a more robust fine arts study in the future. More importantly, each will have a broader understanding of and appreciation for a larger world of art.

104.Required Teacher Endorsements for NON CTE courses \*

Select all that apply.

- 26-Bible
- 125 - Mathematics 6-12
- 126 - Biology 6-12
- 127 - Chemistry 6-12
- 128 - Earth Science 6-12
- 129 - Physics 6-12
- 130 - Economics 6-12
- 131 - Geography 6-12
- 132 - Government 6-12
- 133 - History 6-12
- 145 - Special Education Interventionist 6-12
- 146 - Speech Communication 6-12
- 147 - Educational Interpreter pre-K-12
- 159 - English 6-12
- 160 - Arabic 6-12
- 161 - Chinese 6-12
- 163 - French 6-12
- 168 - Russian 6-12
- 169 - Spanish 6-12
- 171 - American Sign Language pre-K-12
- 172 - American Sign Language 6-12
- 173 - Computer Science K-12
- 405 - Theatre K-12

- 419 - Health and Wellness K-12
- 420 - Physical Ed K-12
- 425 - Sociology 9-12
- 426 - Psychology 9-12
- 427 - Visual Arts K-12
- 428 - Vocal/General Music K-12
- 429 - Instrumental/General Music K-12
- 445-Dance K-12
- 461 - Special Education Comprehensive Program K-12
- 466 - Gifted Education pre-K-12
- 484 - Greek pre-K-12
- 485 - Japanese pre-K-12
- 490 - English as a Second Language pre-K-12
- 491 - French pre-K-12
- 492 - German pre-K-12
- 493 - Latin pre-K-12
- 494 - Russian pre-K-12
- 495 - Spanish pre-K-12
- 720 - Health Science 6-12
- 721 - Health Informatics
- 722 - Public Health
- 740 - Information Technology
- 

Other

105.Course Credit \*

0.5 credit

1 credit

1.5 credits

2 credits

Other

106.Pre-requisite course(s) \*

**None**

107.When will this course be offered? \*

Trimester schedule

Semester schedule

Year-long schedule

108.Will any portion of this course be delivered online? \*

Yes

No

109.Online delivery will be: \*

- Synchronous
- Asynchronous
- Combination of synchronous and asynchronous

110. What is the justification for offering this special course. \*

To offer students additional options in earning a fine arts credit or to engage curiosity in students who may be interested in better educating themselves on multiple areas of the fine arts to determine a direction to pursue more in-depth study.

111. Describe how this course was developed \*

The course was developed by the vice-principal through discussions with fine arts teachers and a survey of the standards associated with entry level courses in each of the four areas of the fine arts associated with the course. Multiple foundational domains were included to ensure a well-rounded foundational introduction to each of the four areas represented giving students opportunities to create and interact with music, theater, film and video production, and the visual arts.

Additionally, communications with our district Fine Arts Supervisor and our TN Fine Arts Supervisor noted similar special topics courses currently appear in course catalogs within TN, which helped to justify our desire for the course development.

112. List the names and titles of individuals who developed this course. \*


William Gillespie - Vice Principal, Houston High School  
Kell Christie - Theatre Arts Teacher, Houston High School  
Bobby Spillman - Visual Arts Teacher, Houston High School  
Drew Hamilton - AV Production Teacher, Houston High School  
Kinsey Healy - General Music & Vocal Music Teacher, Houston High School

113. Course standards are attached and include all appropriate references to Tennessee Academic Standards. \*

Yes


No

#### 114.Course Standards \*

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word,Excel,PPT,PDF,Image,Video,Audio

#### 115.Upload any additional supporting documents for this special course request.

 Upload file

File number limit: 5 Single file size limit: 10MB Allowed file types: Word,Excel,PPT,PDF,Image

### Middle School CTE Course Information

#### 116.Select the related Career Cluster for this Middle School CTE special course. \*

**GMSD Houston High School**  
**Fine Arts Appreciation – Special Topics Course**  
**Course Standards**

**Theatre**

- Foundation P1 Select, analyze, and interpret artistic work for performance.
  - HS1.T.P1.A Perform an improvised theatrical work for an audience.
- Foundation P2 Develop and refine artistic techniques and work for performance.
  - HS1.T.P2.A Demonstrate various acting techniques in a rehearsal or scripted theatrical work.
- Foundation P3 Express meaning through the performance of artistic work.
  - HS1.T.P3.A Perform a rehearsed theatrical work for an audience.
- Foundation Cr1 Generate and conceptualize artistic ideas and work.
  - HS1.T.Cr1.B Apply basic research to construct ideas about the visual composition and technical elements (e.g., costumes, props, sets, etc.) of a theatrical work.
- Foundation R1 Perceive and analyze artistic work.
  - HS1.T.R1.A Using participation and/or observation, identify artistic choices made in a theatrical work.
  - HS1.T.R1.B Using participation and observation, describe and explain personal reactions to artistic choices made in a theatrical work.
- Foundation R2 Interpret intent and meaning in artistic work.
  - HS1.T.R2.B Identify cultural perspectives, personal aesthetics, preferences, and beliefs that may influence the evaluation of a theatrical work.
  - HS1.T.R2.C Recognize and share ideas about artistic choices when participating in and/or observing a theatrical work.
- Foundation R3 Apply criteria to evaluate artistic work.
  - HS1.T.R3.A Develop and implement a plan to evaluate a theatrical work
  - HS1.T.R3.B Investigate and assess how technical elements may support and/or represent a theme or idea in a theatrical work.
  - HS1.T.R3.C When evaluating a theatrical work, explain preferences using supporting evidence and criteria.
- Foundation Cn1 Synthesize and relate knowledge and personal experiences to artistic endeavors.
  - HS1.T.Cn1.A Investigate how cultural perspectives, community ideas, and personal beliefs impact a theatrical work.
  - HS1.T.Cn1.B Explore how cultural, global, and historic belief systems affect creative choices in a theatrical work.
  - HS1.T.Cn2.A Investigate historical, global, and social issues expressed in theatrical work.
- Foundation Cn2 Relate artistic ideas and works with societal, cultural and historical text.
  - HS2.T.Cn2.C Research and analyze two different versions of the same theatrical work to determine differences and similarities in the visual and aural world of each story.

## Visual Arts

- Foundation Cr1 Generate and conceptualize artistic ideas and work.
  - HS1.VA.Cr1.A Formulate and develop creative approaches to art-making.
  - HS1.VA.Cr1.B Investigate an aspect of contemporary life utilizing art and design.
- Foundation Cr2 Organize and develop artistic ideas and work.
  - HS1.VA.Cr2.A Make art or design without having a preconceived plan, using course specific craftsmanship.
  - HS1.VA.Cr2.B Demonstrate awareness of the ethical implications and the use of images, materials, tools, and equipment in the creation and presentation of original work.
- Foundation Cr3 Refine and complete artistic work.
  - HS1.VA.Cr3.A Apply relevant criteria to examine, reflect on, and plan revisions for a work of art or design in progress.
- Foundation R1 Perceive and analyze artistic work.
  - HS1.VA.R1.A Analyze how one's understanding of the world is affected by experiencing images.
  - HS1.VA.R1.B Hypothesize ways in which art influences perception and understanding of human experiences.
- Foundation: R2 Interpret intent and meaning in artistic work.
  - HS1.VA.R2.A Interpret an artwork or collection of works, supported by relevant and sufficient evidence found in the work and its various contexts.
  - HS1.VA.R3.A Establish relevant criteria and apply them to an evaluation of a work of art or collection of works.
- Foundation Cn2 Relate artistic ideas and works with societal, cultural, and historical context.
  - HS1.VA.Cn2.A Describe how knowledge of culture, traditions, and history may influence personal responses to art.

## General Music

- Foundation P1 Select, analyze, and interpret artistic work for presentation.
  - HS.GM.P1.A Research sound sources and artistic repertoire using technology and other available resources.
- Foundation P3 Convey and express meaning through the performance of artistic work.
  - HS.GM.P3.A Employ appropriate performance techniques and/or practice to present artistic works using varied sound sources.
- Foundation Cr1 Generate and conceptualize artistic ideas and work.
  - HS.GM.Cr1.A Describe, demonstrate, and document short musical ideas that represent personal experiences, moods, texts, visual images, and/or story lines.
- Foundation R1 Perceive and analyze artistic work.
  - HS.GM.R1.A Identify and describe the elements of music in visual and aural examples using appropriate vocabulary.
- Foundation R2 Interpret intent and meaning in artistic work.
  - HS.GM.R2.A Use appropriate musical vocabulary and terminology to interpret and describe artistic intent and aesthetic qualities of musical works, citing as evidence the

treatment of elements of music, context, and historical significance.

- Foundation R3 Apply criteria to evaluate artistic work.
  - HS.GM.R3.A Apply appropriate criteria to evaluate varied musical works and performances.
- Foundation Cn1 Synthesize and relate knowledge and personal experiences to artistic endeavors.
  - HS.GM.Cn1.A Demonstrate how interests, knowledge, and skills relate to personal choices and intent when creating, performing, and responding to music.
- Foundation Cn2 Relate artistic ideas and works with societal, cultural, and historical context.
  - HS.GM.Cn2.A Demonstrate understanding of relationships between music and other disciplines, history, culture, and daily life.

### **Film & Media Arts**

- Foundation R1 Perceive and analyze artistic work.
  - HS1.MA.R1.A Analyze the qualities of and relationships between the components, style, and preferences communicated by media artworks and artists.
- Foundation R2 Interpret intent and meaning in artistic work.
  - HS1.MA.R2.A Analyze the intent, meanings, and reception of media artworks, focusing on personal and cultural contexts.
- Foundation R3 Apply criteria to evaluate artistic work.
  - HS1.MA.R3.A Evaluate media art works and production processes at decisive stages, using identified criteria, and considering context and artistic goals.
- Foundation Cn2 Relate artistic ideas and works with societal, cultural, and historical context to deepen understanding.
  - HS1.MA.Cn2.B Critically evaluate and effectively interact with legal, technological, systemic, and contexts of media arts, while considering ethics, media literacy, social media, virtual worlds, and digital identity.
- Foundation Cr1 Generate and conceptualize artistic ideas and work.
  - HS1.MA.Cr1.A Use identified methods to develop artistic goals, formulate multiple ideas, and problem solve in media arts.
- Foundation Cr2 Organize and develop artistic ideas and work.
  - HS1.MA.Cr2.A Apply aesthetic criteria in developing, proposing, and refining artistic ideas, plans, and prototypes for media arts productions, considering original inspirations, goals, and presentation context.



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 21

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
142-71100-116	Teachers salaries	356,741	-	(49,389)	307,352
142-71100-163	Educational assistants wages	38,260	-	(38,260)	-
142-71100-189	Other salaries & wages	200,335	-	(12,200)	188,135
142-71100-201	Social security	36,909	-	(6,264)	30,645
142-71100-204	Retirement	62,978	-	(10,622)	52,356
142-71100-206	Life insurance	1,050	-	(250)	800
142-71100-207	Medical insurance	35,400	-	(14,300)	21,100
142-71100-212	Medicare	8,631	-	(1,463)	7,168
142-71100-311	Contracts with other school systems	9,152	-	(9,152)	-
142-71100-429	Instructional supplies & materials	366,448	-	(12,302)	354,146
142-71100-722	Regular education equipment	367,347	-	196,250	563,597
142-72130-189	Other salaries & wages	2,000	-	4,200	6,200
142-72130-201	Social security	186	-	270	456
142-72130-204	Retirement	315	-	460	775
142-72130-212	Medicare	44	-	70	114
142-72130-599	Other charges	7,678	-	(1,120)	6,558
142-72130-790	Other equipment	2,500	-	1,120	3,620
142-72210-399	Other contracted services	44,000	-	(17,700)	26,300
142-72210-524	In-service/Staff development	300,891	-	(29,348)	271,543

**REASON FOR AMENDMENT:**

Reallocation of Title I budget, primarily from salaries and fringes and professional development to regular instructional equipment for theatre equipment at HHS; Ipads at HMS, FHES, and RES; and monitor at FHES

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_.

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 GMSD Board Chair Date

\_\_\_\_\_  
 GMSD Superintendent Date



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 22

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
143-47111	USDA reimbursements - lunch	769,716	-	1,333,000	2,102,716
143-47113	USDA reimbursements - breakfast	76,890	-	263,000	339,890
143-73100-399	Contracted services - SFE	1,383,622	-	811,000	2,194,622

**REASON FOR AMENDMENT:**

To adjust annual cafeteria funds revenues and program expenditures based upon projections.

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GMSD Board Chair Date

\_\_\_\_\_

GMSD Superintendent Date