

GMSD Board Business Meeting
March 29, 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. Adjustment to 21-22 FES Running Club Activity Fees
 - 8.E. Miscellaneous FY 21-22 Budget Amendment # 23
9. BOARD ACTION ITEMS
 - 9.A. Southwest Foodservice Excellence (SFE) 22-23 contract amendment
10. Announcements
11. Adjournment

Germantown Board of Education
TLN Report (March 29, 2022)

Education-related legislation continues to make its way through the Tennessee General Assembly. Notably:

- Legislation that would have added an exception to last year's 3rd grade retention law to allow third grade students to be promoted to the 4th grade based on school district data demonstrating an understanding of English language arts failed in committee after receiving opposition from the Department of Education.
- Legislation related to the operation of Germantown Elementary, Middle, and High Schools remains under consideration.
- The new proposed public school funding formula, known as the Tennessee Investment in Student Achievement (or "TISA") formula, also continues to make its way through the committee process.

Other legislation in committee this week includes:

- HB 1860 / SB 1890, which allows teachers, schools, and districts to use results from benchmark assessments or a universal screener to measure student achievement, student performance, and student growth.
- HB 1900 / SB 2567, which requires the Department of Education to establish a fund to reimburse educators in an amount equal to the cost of an assessment required for licensure if the educator receives a qualifying score on the required assessment.
- HB 2345 / SB 2250, which requires districts to allow nonresident students to enroll in a school in which spaces are available.
- HB 2092 / SB 2021, which requires a local board of education with ten or more priority schools to transition from an elected board of education to a board of education that is appointed by the county mayor.
- HB 2253 / SB 2221, which requires districts to classify school nurses as licensed personnel for salary purposes.
- HB 2460 / SB 2332, which prohibits the Commissioner of Education from establishing a schedule for the administration of TCAP tests that requires the administration of a TCAP test more than 20 days before the end of the school year. This bill also requires the Department of Education to provide a district with the individual student performance level ratings from TCAP tests administered to the district's students no later than 10 business days after the close of the testing schedule established by the Commissioner.

In federal news, President Biden released his latest education budget proposal this week, calling for more than double the current funding for Title I, the longstanding federal program that sends money to schools serving students from low-income families and other disadvantaged students. The administration is also calling for an increase in funding for students with disabilities.

Germantown Municipal School District
BALANCE SHEET
As of Month Ending February 28,2022

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
ASSETS								
Cash and Cash Equivalents	1,418,562.76	(1,107,383.26)	581,789.03	413,282.71	1,329,534.12	98,301.76	-	2,734,087.12
Investments - LGIP	12,066,114.18	-	-	-	1,057,539.66	4,445,658.77	-	17,569,312.61
Investments - Money Market	10,002,427.68	-	-	-	-	-	-	10,002,427.68
Accrued Interest	-	-	-	-	-	1.41	-	1.41
Accounts Receivable	17,759.79	-	276,766.89	-	-	-	-	294,526.68
Due from Other Govts	-	1,114,857.31	-	-	-	-	-	1,114,857.31
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	34,435.38	-	-	-	-	-	-	34,435.38
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	-	-	-	-	-	-	16,550,373.57	16,550,373.57
Construction-in-Progress	-	-	-	-	-	-	8,895,450.05	8,895,450.05
Accumulated Depreciation	-	-	-	-	-	-	(23,395,161.26)	(23,395,161.26)
ASSETS TOTAL	23,917,474.79	7,474.05	858,555.92	413,282.71	2,387,073.78	4,543,961.94	122,695,404.21	154,823,227.40
LIABILITIES								
Accounts Payable	38,375.06	7,474.05	204,403.13	-	-	-	-	250,252.24
Accrued Expenses	64,605.63	-	-	-	850,555.00	-	-	915,160.63
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	-	-	94,114.79	-	-	-	-	94,114.79
LIABILITIES TOTAL	102,980.69	7,474.05	298,517.92	-	850,555.00	-	-	1,259,527.66
FUND BALANCE								
Change in Fund Balance	2,329,954.52	-	558,760.58	(1,346,882.90)	(694,453.07)	264,556.99	4,472,579.46	5,584,515.58
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	23,814,494.10	-	560,038.00	413,282.71	1,536,518.78	4,543,961.94	122,695,404.21	153,563,699.74
LIABILITIES AND FUND BAL TOTAL	23,917,474.79	7,474.05	858,555.92	413,282.71	2,387,073.78	4,543,961.94	122,695,404.21	154,823,227.40
VARIANCE	-	0.00	-	-	-	-	-	-

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending February 28, 2022

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
REVENUES:					
BEP Revenue	30,450,087.00	3,049,500.00	21,346,500.00	(9,103,587.00)	70.10%
Shelby County:					
Property Taxes	16,832,894.00	1,130,264.09	9,244,534.63	(7,588,359.37)	54.92%
Sales Tax	7,720,404.00	811,692.53	4,666,020.53	(3,054,383.47)	60.44%
Wheel Tax	1,477,882.00	219,518.44	603,653.87	(874,228.13)	40.85%
City of Germantown:					
Maintenance of Effort	2,549,581.00	256,838.67	2,054,709.06	(494,871.94)	80.59%
PEG Funding	148,000.00	-	34,086.34	(113,913.66)	23.03%
Mixed Drink Tax	132,000.00	-	93,673.78	(38,326.22)	70.96%
Other Local Revenue	595,420.00	4,539.16	409,984.48	(185,435.52)	68.86%
Tuition	101,885.00	3,850.00	60,316.00	(41,569.00)	59.20%
Other State Revenue	391,015.00	48,830.94	260,846.99	(130,168.01)	66.71%
Transfers - Indirect Costs	70,000.00	-	-	(70,000.00)	0.00%
Reserves	7,799,188.72	-	-	(7,799,188.72)	0.00%
TOTAL REVENUES	68,268,356.72	5,525,033.83	38,774,325.68	(29,494,031.04)	56.80%

EXPENDITURES:					
	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Regular Instruction					
Salaries & Wages	20,997,216.00	1,667,707.19	11,901,698.03	(9,095,517.97)	56.68%
Benefits	5,678,916.00	471,432.68	3,291,535.50	(2,387,380.50)	57.96%
Maint & Rep - Equipment	12,000.00	3,582.82	4,956.82	(7,043.18)	41.31%
Travel	1,500.00	76.16	410.25	(1,089.75)	27.35%
Other Contract Svcs	702,430.00	69,892.78	373,561.76	(328,868.24)	53.18%
Inst. Supplies	1,040,072.05	2,921.18	444,668.12	(595,403.93)	42.75%
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	6,174.01	25,771.32	(2,612.68)	90.80%
Equipment	455,953.62	25,460.93	106,928.36	(349,025.26)	23.45%
Total Regular Instruction	29,935,671.67	2,247,247.75	16,639,461.83	(13,296,209.84)	55.58%
Alternative Education					
Salaries & Wages	243,214.00	19,111.44	133,973.98	(109,240.02)	55.08%
Benefits	66,810.00	5,315.60	33,958.77	(32,851.23)	50.83%
Inst. Supplies	2,000.00	-	-	(2,000.00)	0.00%
Equipment	2,000.00	-	-	(2,000.00)	0.00%
Total Alternative Education	314,024.00	24,427.04	167,932.75	(146,091.25)	53.48%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending February 28, 2022

Special Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	3,722,638.00	293,867.65	2,045,867.34	(1,676,770.66)	54.96%
Benefits	1,045,558.00	82,520.67	558,420.14	(487,137.86)	53.41%
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	-	32,198.84	(1,501.16)	95.55%
Equipment	5,900.00	1,400.00	5,865.83	(34.17)	99.42%
Total Special Education	4,843,546.00	377,788.32	2,672,814.66	(2,170,731.34)	55.18%
Career & Technical Education					
Salaries & Wages	944,863.00	73,165.46	530,725.33	(414,137.67)	56.17%
Benefits	300,402.00	22,166.01	154,656.45	(145,745.55)	51.48%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	22,000.00	-	19,150.00	(2,850.00)	87.05%
Equipment	25,844.24	1,000.00	1,794.97	(24,049.27)	6.95%
Total Career & Technical Education	1,294,109.24	96,331.47	706,326.75	(587,782.49)	54.58%
Attendance & Planning					
Salaries & Wages	552,684.00	45,082.50	352,564.06	(200,119.94)	63.79%
Benefits	142,109.00	11,426.80	84,399.28	(57,709.72)	59.39%
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	-	7,452.55	(9,297.45)	44.49%
Other Charges	5,000.00	1,735.00	3,212.93	(1,787.07)	64.26%
Total Attendance & Planning	730,293.00	58,244.30	447,628.82	(282,664.18)	61.29%
Health Services					
Salaries & Wages	409,050.00	33,052.64	302,191.24	(106,858.76)	73.88%
Benefits	137,642.00	11,197.24	89,189.25	(48,452.75)	64.80%
Other Contract Svcs.	1,000.00	-	1,000.00	0.00	100.00%
Other Supplies	25,874.00	451.03	7,569.81	(18,304.19)	29.26%
Inservice/Staff Dev.	4,000.00	-	3,422.59	(577.41)	85.56%
Other Charges	3,000.00	604.62	2,996.36	(3.64)	99.88%
Equipment	3,000.00	-	2,755.41	(244.59)	91.85%
Total Health Services	583,566.00	45,305.53	409,124.66	(174,441.34)	70.11%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending February 28, 2022

Other Student Support/Guidance	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	958,315.00	75,264.50	599,060.03	(359,254.97)	62.51%
Benefits	276,198.00	21,040.27	159,727.96	(116,470.04)	57.83%
Other Contract Svcs.	30,000.00	4,316.00	14,108.64	(15,891.36)	47.03%
Other Supplies	10,900.00	-	-	(10,900.00)	0.00%
Inservice/Staff Dev.	30,000.00	3,265.49	9,713.86	(20,286.14)	32.38%
Other Charges	1,500.00	-	1,499.99	(0.01)	100.00%
Other Equipment	44,771.00	2,161.00	38,039.22	(6,731.78)	84.96%
Total Other Student Support	1,351,684.00	106,047.26	822,149.70	(529,534.30)	60.82%
Reg. Instruction Support					
Salaries & Wages	1,810,883.00	137,530.86	1,097,710.37	(713,172.63)	60.62%
Benefits	449,675.00	36,142.78	274,623.48	(175,051.52)	61.07%
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	120.07	4,181.39	(15,318.61)	21.44%
Inservice/Staff Dev.	53,000.00	11,346.85	34,207.61	(18,792.39)	64.54%
Other Charges	5,000.00	1,536.42	2,348.82	(2,651.18)	46.98%
Other Equipment	11,000.00	996.00	5,413.01	(5,586.99)	49.21%
Total Reg. Instruction Support	2,436,458.00	187,672.98	1,471,884.68	(964,573.32)	60.41%
SPED Support					
Salaries & Wages	1,315,276.00	108,230.22	845,651.49	(469,624.51)	64.29%
Benefits	351,878.00	28,362.79	215,129.26	(136,748.74)	61.14%
Travel	2,500.00	138.53	1,357.81	(1,142.19)	54.31%
Other Contract Svcs	10,000.00	1,020.00	1,988.74	(8,011.26)	19.89%
Other Supplies	12,000.00	174.00	8,775.53	(3,224.47)	73.13%
Inservice/Staff Dev.	19,000.00	-	16,099.49	(2,900.51)	84.73%
Other Charges	1,500.00	704.23	763.23	(736.77)	50.88%
Total SPED Support	1,712,154.00	138,629.77	1,089,765.55	(622,388.45)	63.65%
Career and Technical Support					
Director/ Supervisor	19,051.00	1,556.46	12,825.24	(6,225.76)	67.32%
Benefits	6,119.00	418.42	3,170.64	(2,948.36)	51.82%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	689.00	789.00	(3,211.00)	19.73%
Total Vocational Support	31,123.00	2,663.88	16,784.88	(14,338.12)	53.93%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending February 28, 2022

Technology	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	716,429.00	56,138.06	493,314.97	(223,114.03)	68.86%
Benefits	225,762.00	14,887.34	117,956.09	(107,805.91)	52.25%
Communications	81,600.00	8,566.71	61,575.50	(20,024.50)	75.46%
Consultants	8,274.01	-	(5,248.08)	(13,522.09)	-63.43%
Maintenance & Repairs	114,001.00	2,530.00	75,338.96	(38,662.04)	66.09%
Internet Connectivity	241,910.75	13,401.20	91,562.28	(150,348.47)	37.85%
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	512.65	2,873.99	(7,944.64)	26.57%
Software	487,458.90	-	387,675.75	(99,783.15)	79.53%
Other Supplies	23,402.79	1,005.06	9,050.91	(14,351.88)	38.67%
Inservice/Staff Dev.	8,000.00	3,775.50	4,360.46	(3,639.54)	54.51%
Other Charges	10,000.00	-	-	(10,000.00)	0.00%
Adm Equipment	64,456.34	1,272.98	35,532.89	(28,923.45)	55.13%
Other Equipment	13,518.00	-	5,257.51	(8,260.49)	38.89%
Total Technology	2,007,131.42	102,089.50	1,279,818.53	(727,312.89)	63.76%
Board of Education					
Salaries & Wages	21,500.00	-	21,500.00	0.00	100.00%
Benefits	67,645.00	294.54	60,048.04	(7,596.96)	88.77%
OPEB	687,550.00	-	623,519.00	(64,031.00)	90.69%
Audit Services	62,450.00	-	62,450.00	0.00	100.00%
Dues & Memberships	20,000.00	-	16,629.00	(3,371.00)	83.15%
Legal Services	175,000.00	20,712.00	113,142.00	(61,858.00)	64.65%
Other Supplies	1,000.00	-	-	(1,000.00)	0.00%
Judgments	355,453.00	-	355,453.00	0.00	100.00%
Liability Insurance	100,748.00	-	81,367.47	(19,380.53)	80.76%
Surety Bond Premium	300.00	-	300.00	0.00	100.00%
Trustee Commissions	443,447.00	30,595.11	230,582.36	(212,864.64)	52.00%
Workers' Compensation	80,000.00	441.92	56,420.44	(23,579.56)	70.53%
Inservice/Staff Dev.	15,000.00	797.83	13,399.95	(1,600.05)	89.33%
Total Board of Education	2,030,093.00	52,841.40	1,634,811.26	(395,281.74)	80.53%
Superintendent					
Salaries & Wages	410,726.00	32,722.48	269,897.28	(140,828.72)	65.71%
Benefits	113,889.00	9,545.48	70,901.62	(42,987.38)	62.26%
Dues & Memberships	9,500.00	-	3,044.00	(6,456.00)	32.04%
Postal Charges	10,000.00	169.00	4,018.03	(5,981.97)	40.18%
Travel	5,000.00	-	59.70	(4,940.30)	1.19%
Other Contracted Svcs.	29,600.00	9,376.38	15,973.60	(13,626.40)	53.96%
Office Supplies	20,000.00	596.25	4,084.98	(15,915.02)	20.42%
Other Supplies	28,250.00	2,235.49	11,335.27	(16,914.73)	40.12%
Inservice/Staff Dev.	21,200.00	300.00	10,845.67	(10,354.33)	51.16%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
Total Superintendent	649,165.00	54,945.08	390,160.15	(259,004.85)	60.10%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending February 28, 2022

Office of the Principal	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	2,979,781.00	232,111.24	1,730,138.73	(1,249,642.27)	58.06%
Benefits	840,272.00	63,170.25	446,778.53	(393,493.47)	53.17%
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	2,500.00	5,950.99	(5,824.01)	50.54%
Other Charges	14,725.00	-	14,725.00	0.00	100.00%
Total Office of the Principal	4,023,553.00	297,781.49	2,372,093.25	(1,651,459.75)	58.96%
Fiscal Services					
Salaries & Wages	421,117.00	33,167.20	266,713.13	(154,403.87)	63.33%
Benefits	120,877.00	8,100.62	60,723.16	(60,153.84)	50.24%
Dues & Memberships	700.00	280.00	350.00	(350.00)	50.00%
Travel	600.00	57.33	230.76	(369.24)	38.46%
Other Contract Svcs.	4,000.00	-	-	(4,000.00)	0.00%
Office Supplies	5,000.00	29.24	3,928.99	(1,071.01)	78.58%
Software	68,000.00	682.22	58,529.97	(9,470.03)	86.07%
Inservice/Staff Dev.	6,000.00	-	2,143.68	(3,856.32)	35.73%
Other Charges	17,250.00	913.78	8,389.31	(8,860.69)	48.63%
Other Equipment	1,500.00	-	327.99	(1,172.01)	21.87%
Total Fiscal Services	645,044.00	43,230.39	401,336.99	(243,707.01)	62.22%
Human Resources					
Salaries & Wages	355,421.00	28,945.12	237,816.09	(117,604.91)	66.91%
Benefits	96,023.00	7,208.72	61,323.07	(34,699.93)	63.86%
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	317.04	1,053.32	(946.68)	52.67%
Software	15,200.00	-	11,537.40	(3,662.60)	75.90%
Other Supplies	1,200.00	-	423.00	(777.00)	35.25%
Inservice/Staff Dev.	40,815.00	1,123.06	17,258.50	(23,556.50)	42.28%
Other Charges	2,000.00	-	1,745.92	(254.08)	87.30%
Total Human Resources	519,979.00	37,593.94	337,603.55	(182,375.45)	64.93%
Operation of Plant					
Salaries & Wages	371,694.00	25,861.62	279,289.78	(92,404.22)	75.14%
Benefits	126,268.00	8,396.74	77,910.39	(48,357.61)	61.70%
Janitorial Services	850,000.00	139,237.04	531,302.09	(318,697.91)	62.51%
Other Contract Svcs.	150,000.00	11,550.30	85,824.43	(64,175.57)	57.22%
Utilities	1,180,000.00	90,538.70	675,452.92	(504,547.08)	57.24%
Property Insurance	273,232.00	-	273,232.00	0.00	100.00%
Other Charges	50,922.25	1,702.00	29,355.34	(21,566.91)	57.65%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
Total Operation of Plant	3,007,116.25	277,286.40	1,952,366.95	(1,054,749.30)	64.92%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending February 28, 2022

Maintenance of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	472,727.00	38,525.42	317,449.46	(155,277.54)	67.15%
Benefits	141,040.00	10,031.92	77,716.87	(63,323.13)	55.10%
Maintenance & Repairs	797,910.00	21,568.84	502,621.92	(295,288.08)	62.99%
Travel	20,000.00	833.99	5,022.15	(14,977.85)	25.11%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	126.42	446.38	(553.62)	44.64%
Inservice/Staff Dev.	8,500.00	-	5,269.71	(3,230.29)	62.00%
Total Maintenance of Plant	1,451,177.00	71,086.59	908,526.49	(542,650.51)	62.61%
Transportation					
Contracts w/Other Schools	89,351.00	5,512.00	44,096.00	(45,255.00)	49.35%
Contracts w/Private Agencies	1,750,000.00	123,683.79	670,928.96	(1,079,071.04)	38.34%
Diesel	200,000.00	17,933.97	102,897.78	(97,102.22)	51.45%
Total Transportation	2,039,351.00	147,129.76	817,922.74	(1,221,428.26)	40.11%
Safety					
Benefits		-	22.88	22.88	#DIV/0!
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	-	119.54	(130.46)	47.82%
Other Supplies & Materials	500.00	-	35.70	(464.30)	7.14%
Inservice/Staff Dev.	5,000.00	5,300.24	4,999.99	(0.01)	100.00%
Other Charges	21,944.00	1,500.00	12,284.95	(9,659.05)	55.98%
Other Equipment	8,000.00	-	383.20	(7,616.80)	4.79%
Total Safety	38,694.00	6,800.24	17,846.26	(20,847.74)	46.12%
Capital Outlay					
Architects	327,575.00	-	90,866.77	(236,708.23)	27.74%
Transfer to Other Funds	526,437.00	-	382,103.33	(144,333.67)	72.58%
Building Construction	5,755,111.00	6,985.88	419,636.53	(5,335,474.47)	7.29%
Building Improvements	1,652,703.14	18,403.25	824,844.04	(827,859.10)	49.91%
Other Capital Outlay	262,598.00	17,629.00	170,560.04	(92,037.96)	64.95%
Total Capital Outlay	8,524,424.14	43,018.13	1,888,010.71	(6,636,413.43)	22.15%
Transfers to Cafeteria Fund	100,000.00	-	-	(100,000.00)	0.00%
EXPENDITURES TOTAL	68,268,356.72	4,418,161.22	36,444,371.16	(31,823,985.56)	53.38%
TOTAL FUND BALANCE	0.00	1,106,872.61	2,329,954.52		

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending February 28, 2022

	<u>BUDGET</u>	<u>Month</u>	<u>FYTD</u>	<u>EXPENDED</u>
REVENUES:				
Consolidated Admin	119,622.00	8,925.94	74,510.75	62.29%
Title I	1,930,202.00	108,894.58	503,352.12	26.08%
Title II	113,547.00	7,675.72	45,405.29	39.99%
Title III	16,283.00	-	11,795.34	72.44%
Title IV	140,675.00	19,687.64	76,090.08	54.09%
IDEA, Part B	1,773,747.00	97,314.33	609,684.34	34.37%
IDEA, Preschool	32,621.00	1,118.90	5,763.66	17.67%
IDEA, SPDG	10,000.00	-	-	0.00%
Carl Perkins - Basic	50,683.00	358.56	24,028.31	47.41%
ESSER 1.0	204,447.00	19,493.80	180,209.21	88.14%
ESSER 2.0	4,643,120.00	15,488.90	4,165,816.51	89.72%
ESSER 3.0	11,307,498.00	763,100.08	3,930,540.72	34.76%
ESSER Planning Grant	175,000.00	3,040.00	56,240.00	32.14%
Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA	331,732.00	25,608.19	102,977.25	31.04%
ARP IDEA Preschool	22,116.00	147.21	2,401.83	10.86%
ELC Grant	1,032,725.00	-	-	0.00%
TN All Corps Grant	280,000.00	44,546.05	50,568.57	18.06%
TOTAL REVENUES	<u>22,199,018.00</u>	<u>1,115,399.90</u>	<u>9,839,383.98</u>	<u>44.32%</u>

EXPENDITURES:				
Title - Cons Admin				
Salaries & Wages	78,876.00	6,443.80	53,096.92	67.32%
Benefits	21,722.00	1,793.14	13,668.05	62.92%
Indirect Costs	5,564.00	-	-	0.00%
Inservice/Staff Dev.	9,413.00	689.00	4,092.77	43.48%
Other Equipment	4,047.00	-	3,653.01	90.26%
Total Title - Cons Admin	<u>119,622.00</u>	<u>8,925.94</u>	<u>74,510.75</u>	<u>62.29%</u>

Title I				
Salaries & Wages	501,687.00	34,411.90	229,709.46	45.79%
Benefits	113,414.00	5,527.18	45,431.33	40.06%
Contracts for Sub Teachers	61,123.00	3,018.60	9,868.50	16.15%
Other Contract Svcs	26,392.00	-	-	0.00%
Inst. Supplies	354,146.00	33,725.67	133,611.85	37.73%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	27,522.00	-	-	0.00%
Inservice/Staff Dev.	271,543.00	22,740.37	65,116.55	23.98%
Other Charges	7,678.00	-	798.40	10.40%
Regular Instruction Equipment	563,597.00	9,470.86	17,402.95	3.09%
Other Equipment	2,500.00	-	1,413.08	56.52%
Total Title I	<u>1,930,202.00</u>	<u>108,894.58</u>	<u>503,352.12</u>	<u>26.08%</u>

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending February 28, 2022

Title II				
Salaries & Wages	65,108.00	2,990.84	27,704.20	42.55%
Benefits	15,867.00	853.96	6,267.00	39.50%
Contracts for Sub Teachers	3,495.00	116.10	116.10	3.32%
Indirect Costs	2,120.00	-	-	0.00%
Inservice/Staff Dev.	26,957.00	3,714.82	11,317.99	41.99%
Total Title II	113,547.00	7,675.72	45,405.29	39.99%
Title III				
Instructional Supplies & Materials	12,853.00	-	10,665.60	82.98%
Indirect Costs	100.00	-	-	0.00%
Inservice/Staff Dev.	2,400.00	-	225.00	9.38%
Regular Instruction Equipment	930.00	-	904.74	97.28%
Total Title III	16,283.00	-	11,795.34	72.44%
Title IV				
Contracts for Sub Teachers	6,966.00	-	2,612.25	37.50%
Instructional Supplies & Materials	26,275.00	1,829.53	14,628.11	55.67%
Other Supplies	17,871.00	551.60	12,342.55	69.06%
Inservice/Staff Dev.	69,841.00	10,432.51	28,347.21	40.59%
Regular Instruction Equipment	17,000.00	6,874.00	15,748.01	92.64%
Other Equipment	2,722.00	-	2,411.95	88.61%
Total Title IV	140,675.00	19,687.64	76,090.08	54.09%
Carl Perkins - Basic				
Travel	9,670.00	-	-	0.00%
Instructional Supplies & Materials	11,075.00	-	11,075.00	100.00%
Other Supplies	17,300.00	-	9,083.00	52.50%
Inservice/Staff Dev.	6,350.00	358.56	3,870.31	60.95%
Vocational Equipment	6,288.00	-	-	0.00%
Total Carl Perkins - Basic	50,683.00	358.56	24,028.31	47.41%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending February 28, 2022

IDEA B				
Salaries & Wages	813,093.00	62,874.34	410,129.87	50.44%
Benefits	306,829.00	18,280.68	115,487.36	37.64%
Contracts W/Private Agencies	178,679.00	15,000.00	68,521.10	38.35%
Maintenance & Repairs-Vehicles	3,000.00	-	914.00	30.47%
Travel	600.00	45.81	249.21	41.54%
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	129.10	982.16	49.11%
Instr. Supplies	80,000.00	-	1,375.00	1.72%
Other Supplies	90,000.00	-	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	459.40	909.40	1.07%
Other Charges	25,000.00	-	-	0.00%
Special Education Equipment	60,000.00	525.00	5,480.55	9.13%
Total IDEA B	1,773,747.00	97,314.33	609,684.34	34.37%

IDEA Preschool				
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	5.00	2,789.76	64.92%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	13,022.00	-	-	0.00%
Equipment	2,000.00	1,113.90	1,113.90	55.70%
Total IDEA Preschool	32,621.00	1,118.90	5,763.66	17.67%

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

ESSER 1.0				
Contracts W/Private Agencies	19,000.00	18,675.00	18,675.00	98.29%
Contracts for Sub Teachers	9,459.00	-	9,459.00	100.00%
Other Contracted Svcs	21,303.00	-	21,303.00	100.00%
Custodial Supplies	19,673.00	-	19,672.87	0.00%
Instructional Supplies & Materials	25,348.00	818.80	21,020.94	82.93%
Inservice/Staff Dev.	53,988.00	-	51,617.00	95.61%
Other Charges	42,902.00	-	26,339.40	61.39%
Reg Instruction Equipment	12,774.00	-	12,122.00	94.90%
Total ESSER 1.0	204,447.00	19,493.80	180,209.21	88.14%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending February 28, 2022

ESSER 2.0				
Salaries & Wages	233,890.00	12,477.76	108,807.31	46.52%
Benefits	90,144.00	3,011.14	24,212.20	26.86%
Contracts W/Private Agencies	550,000.00	-	301,428.00	54.81%
Building Construction	3,769,086.00	-	3,731,369.00	99.00%
Total ESSER 2.0	4,643,120.00	15,488.90	4,165,816.51	89.72%
ESSER 3.0				
Salaries & Wages	3,681,993.00	78,780.68	943,339.52	25.62%
Benefits	725,933.00	17,241.54	166,192.75	22.89%
Communication	17,000.00	-	17,000.00	100.00%
Contracts W/Private Agencies	110,000.00	98,600.00	110,000.00	100.00%
Custodial Services	200,000.00	-	-	0.00%
Contracts for Sub Teachers	400,000.00	46,392.10	210,627.00	52.66%
Instructional Supplies & Materials	109,243.00	-	-	0.00%
Software	73,685.00	-	-	0.00%
Building Construction	4,170,295.00	13,360.76	703,104.07	16.86%
Reg Instruction Equipment	1,819,349.00	508,725.00	1,780,277.38	97.85%
Total ESSER 3.0	11,307,498.00	763,100.08	3,930,540.72	34.76%
ESSER Planning Grant				
Other Contracted Svcs	175,000.00	3,040.00	56,240.00	32.14%
Total ESSER Planning Grant	175,000.00	3,040.00	56,240.00	32.14%
Civics Seal Grant				
Salaries & Wages	7,600.00	-	-	0.00%
Benefits	1,257.00	-	-	0.00%
Other Supplies & Materials	1,000.00	-	-	0.00%
Inservice/Staff Dev.	2,143.00	-	-	0.00%
Other Charges	3,000.00	-	-	0.00%
Total Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA				
Salaries & Wages	65,000.00	-	-	0.00%
Benefits	15,000.00	-	-	0.00%
Contracts for Sub Teachers	12,000.00	2,215.54	2,912.14	24.27%
Other Contracted Svcs	25,000.00	8,212.26	17,174.93	68.70%
Other Supplies	34,732.00	-	32,760.00	94.32%
Inservice/Staff Dev.	15,000.00	2,491.89	7,720.98	51.47%
Special Education Equipment	165,000.00	12,688.50	42,409.20	25.70%
Total ARP IDEA	331,732.00	25,608.19	102,977.25	31.04%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending February 28, 2022

ARP IDEA Preschool				
Noncertified Sub	15,000.00	147.21	631.93	4.21%
Other Contracted Svcs	335.00	-	-	0.00%
Instructional Supplies & Materials	1,800.00	-	1,769.90	98.33%
Special Education Equipment	4,981.00	-	-	0.00%
Total ARP IDEA Preschool	22,116.00	147.21	2,401.83	10.86%
Epidemiology & Lab Capacity (ELC) Grant				
Salaries & Wages	426,828.00	-	-	0.00%
Benefits	122,129.00	-	-	0.00%
Medical & Drug Supplies	104,000.00	-	-	0.00%
Other Charges	25,000.00	-	-	0.00%
Bldg Improvements	275,000.00	-	-	0.00%
Health Equipment	79,768.00	-	-	0.00%
Total Epidemiology & Lab Capacity (ELC) Grant	1,032,725.00	-	-	0.00%
TN All Corps				
Salaries & Wages	247,600.00	41,012.50	46,612.50	18.83%
Benefits	28,400.00	3,147.98	3,570.50	12.57%
Other Supplies & Materials	4,000.00	385.57	385.57	9.64%
Total TN All Corps	280,000.00	44,546.05	50,568.57	18.06%
Total Expenditures	22,199,018.00	1,115,399.90	9,839,383.98	44.32%
TOTAL FUND BALANCE	0.00	-	-	

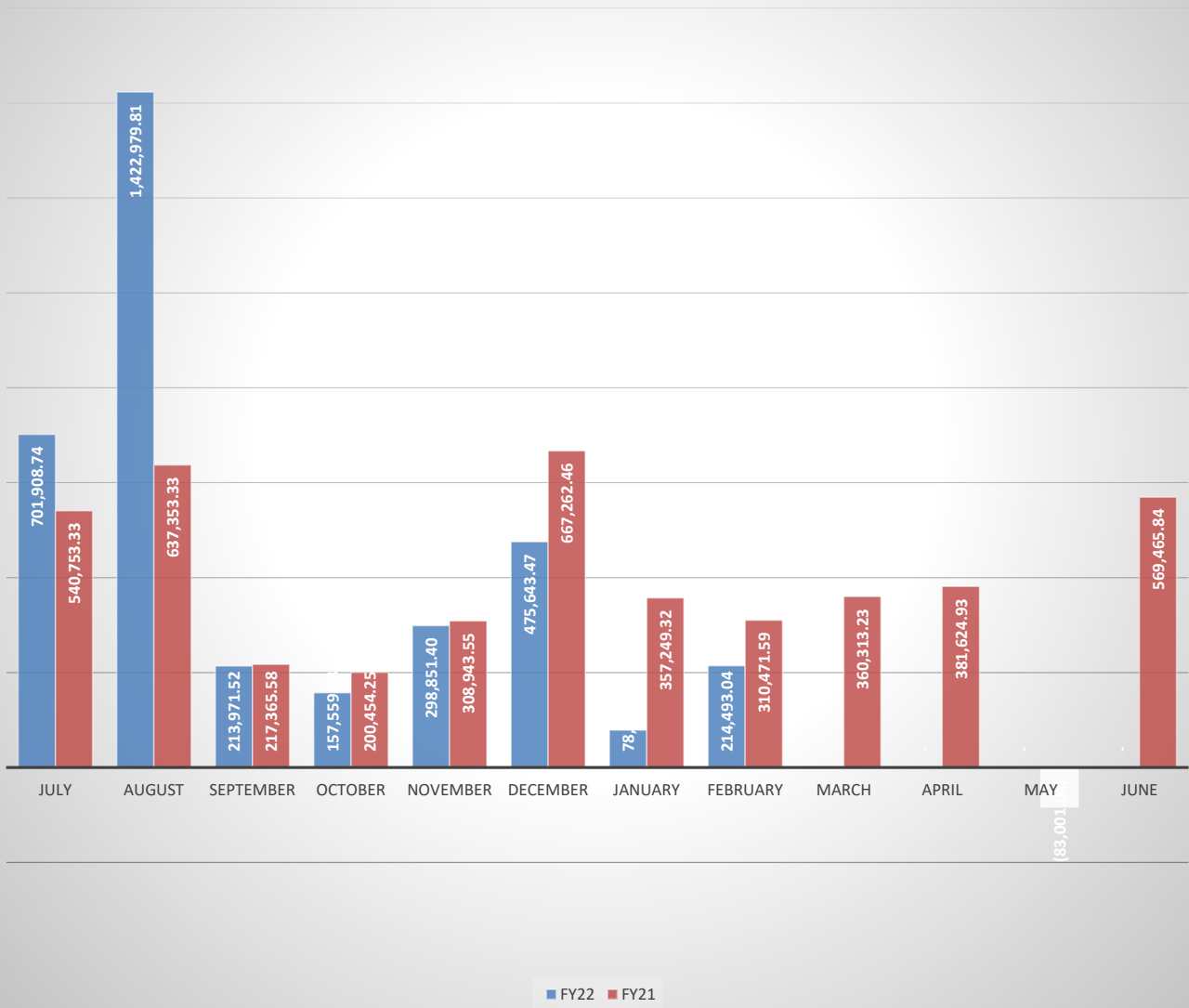
Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
As of Month Ending February 28, 2022

	Month	FYTD	BUDGET	EXPENDED
REVENUES:				
Employee Contributions	185,797.22	1,214,860.66	1,938,402.00	62.67%
Employer Contributions	342,351.58	2,245,213.32	3,606,846.00	62.25%
Other Income	-	91,975.50	200,000.00	45.99%
Interest Income	59.46	254.03	-	0.00%
Reserves	-	-	428,100.00	0.00%
TOTAL REVENUES:	528,208.26	3,552,303.51	6,173,348.00	57.54%
EXPENDITURES:				
Medical Claims	214,493.04	3,564,089.75	5,183,348.00	68.76%
Stop-Loss Premiums	71,370.20	518,698.26	750,000.00	69.16%
Administrative Expenses	19,884.50	163,968.57	240,000.00	68.32%
TOTAL EXPENDITURES:	305,747.74	4,246,756.58	6,173,348.00	68.79%
FUND BALANCE	222,460.52	(694,453.07)	-	

	FY 22 Cash Basis Claims	FY 21 Cash Basis Claims		
July	701,908.74	540,753.33		
August	1,422,979.81	637,353.33		
September	213,971.52	217,365.58		
October	157,559.98	200,454.25		
November	298,851.40	308,943.55		
December	475,643.47	667,262.46		
January	78,681.79	357,249.32		
February	214,493.04	310,471.59		
March	-	360,313.23		
April	-	381,624.93		
May	-	(83,001.04)		
June	-	569,465.84		
Y-T-D	3,564,089.75	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 February 28, 2022

Analysis of Cash Basis Claims for FY 2021-22



Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAPITAL PROJECTS FUND
As of Ending February 28, 2022

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
REVENUES:				
County Commission	2,200,000.00	7,228.00	7,228.00	0.33%
Bonds Issued	5,000,000.00	70,679.09	1,717,604.02	34.35%
Transfers from City of Germantown	1,500,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	1,760,165.25	-	-	0.00%
TOTAL REVENUES:	<u>10,460,165.25</u>	<u>77,907.09</u>	<u>1,724,832.02</u>	<u>16.49%</u>
EXPENDITURES:				
Architects	323,040.25	2,500.00	17,305.53	5.36%
Building Construction	10,137,125.00	482,599.33	3,054,409.39	30.13%
TOAL EXPENDITURES:	<u>10,460,165.25</u>	<u>485,099.33</u>	<u>3,071,714.92</u>	<u>29.37%</u>
FUND BALANCE	<u>-</u>	<u>(407,192.24)</u>	<u>(1,346,882.90)</u>	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAFETERIA FUND

As of Month Ending February 28, 2022

	BUDGET	Month	YTD	EXPENDED
REVENUES:				
Lunch, Breakfast, A la Carte Sales	467,180.00	50,226.30	322,357.22	69.00%
USDA School Lunch	2,192,552.00	236,081.97	1,395,143.82	63.63%
USDA Breakfast	339,890.00	40,684.92	220,747.70	64.95%
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%
TOTAL REVENUES	3,003,622.00	326,993.19	1,944,083.85	64.72%
EXPENDITURES:				
Other Contracted Services - SFE	2,144,622.00	204,403.13	1,371,885.05	63.97%
NET BALANCE	859,000.00	122,590.06	572,198.80	66.61%
DISTRICT EXPENDITURES:				
Maint and Repair - Equipment	40,000.00	1,200.00	6,303.32	15.76%
Other Supplies & Materials	7,000.00	-	6,060.00	86.57%
Inservice/ Staff Development	2,000.00	-	31.80	1.59%
Equipment	125,000.00	1,043.10	1,043.10	0.83%
TOTAL DISTRICT EXPENDITURES	174,000.00	2,243.10	13,438.22	7.72%
EXPENDITURES TOTAL	2,318,622.00	206,646.23	1,385,323.27	
Excess/(Def) of Revenues over Expenditures	685,000.00	120,346.96	558,760.58	81.57%
Operating Transfer In	100,000.00	-	-	0.00%
FUND BALANCE	785,000.00	120,346.96	558,760.58	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
OPEB TRUST

As of Month Ending February 28,2022

	<u>Month</u>	<u>YTD</u>	<u>BUDGET</u>	<u>EXPENDED</u>
REVENUES:				
Employer Contributions	-	679,422.00	755,000.00	89.99%
Retiree Contributions	-	-	80,000.00	0.00%
Interest and Dividend Income	2,904.30	58,344.55	75,000.00	77.79%
Realized gain/(loss) on investments	75,145.42	392,858.75	-	0.00%
Unrealized gain/(loss) on investments	(169,915.40)	(567,847.11)	280,000.00	-202.80%
Other Income			-	0.00%
TOTAL REVENUES	<u>(91,865.68)</u>	<u>562,778.19</u>	<u>1,190,000.00</u>	<u>47.29%</u>
EXPENDITURES:				
Retiree Stipends	6,900.00	51,450.00	64,000.00	80.39%
Medical Claims	-	228,404.56	600,000.00	38.07%
Insurance Premiums	-	-	48,000.00	0.00%
Administrative Expenses	1,208.33	18,366.64	25,000.00	73.47%
TOTAL EXPENDITURES	<u>8,108.33</u>	<u>298,221.20</u>	<u>737,000.00</u>	<u>40.46%</u>
FUND BALANCE	<u><u>(99,974.01)</u></u>	<u><u>264,556.99</u></u>	<u><u>453,000.00</u></u>	

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: Review: Annually, in January	Descriptor Term: <p style="text-align: center;">Administrative Committees</p>	Descriptor Code: <p style="text-align: center;">1.602</p>	Issued Date: <p style="text-align: center;">3/**/22 12/02/13</p>
		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.~~

Cross References

Qualifications/Duties of the Director of Schools 5.802

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date: 3/**/22 12/02/13
		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.~~

Cross-References

Qualifications/Duties of the Director of Schools 5.802

REPEAL

Germantown Municipal School District

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

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: Review: Annually, in January	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date: 3/**/22 12/02/13
		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.¹

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.~~²

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.

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)

Cross-References

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

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 3/**/22 02/17/14
		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;[†]~~
- ~~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.[†]~~

~~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.

Legal References

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

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

Cross-References

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

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: School Attendance Zones	Descriptor Code: 1.703	Issued Date: 3/**/22 02/17/14
		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.⁺
- 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.

Legal References

- ⁺ TCA 49-6-403(e)

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date: 3/**/22 02/03/14
		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.¹

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.²

12 COORDINATOR³

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 NOTICE⁴

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 PROCEDURE⁵

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 <u>For Employees:</u>	<u>For Students:</u>
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.~~⁶ 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 E-mail: OCR@ed.gov

5
6
7

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: Review: Annually, in January	Descriptor Term: Registered Sex Offenders	Descriptor Code: 1.808	Issued Date: 3/**/22 02/17/14
		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.¹

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.² 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.~~

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.

[Redacted]

Legal References

T.C.A. § 40-39-211

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Non-Discrimination Statements	Descriptor Code: 1.809	Issued Date: 3/**/22 08/25/20
		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.¹

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 AMENDED²**

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 AMENDED³**

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

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

26

27

28

1 SECTION 504 /TITLE II OF THE AMERICANS WITH DISABILITIES ACT, AS AMENDED⁴

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 AMENDED⁵

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 1967⁶

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 2008⁷

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 AMENDED⁸

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 Executive Director	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

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

3.29.22 RATIONALE FOR REVISION OF POLICIES

Revisions are recommended for the following,

First Reading 3.29.22 / Second Reading 4.19.22

Changes to the “monitoring” section should be made globally in every policy to read “annually” rather than a specific month because it is not always possible or recommended to review on the month stated. For example, during the legislative session when we know there is legislation that will affect a policy, it is advisable to not make changes to policies until the legislative action is completed, i.e. this prevents multiple reviews/revisions to policies.

- 1. New Policy 5.606 Political Activities- changed monitoring to “annually”; added this policy to be compliant with State laws and provide concrete guidance to employees.**
- 2. Revision Policy 1.800 School Calendar- changed monitoring to “annually”. Change Director of Schools to “Superintendent”; changed language to be consistent with State law; updated citations.**
- 3. Revision Policy 1.803 Tobacco-Free Schools-changed monitoring to “annually”; changed language to be consistent with State law; updated citations.**
- 4. Revision Policy 1.804 Drug-Free Workplace-changed monitoring to “annually”; struck last sentence because all employees are already provided a copy of the policies via website; updated citations.**
- 5. Revision Policy 1.805 Use of Electronic Mail (e-mail)-changed monitoring to “annually”; changes are of a housekeeping nature; updated citations.**
- 6. Revision Policy 1.806 Advertising and Distribution of Materials and Use of School District Name-changed monitoring to “annually”; most changes are of a housekeeping nature, however, strikes made in sections 3 and 4 are made because those subject matters are covered in proposed new policy 5.606 “Political Activities”.**
- 7. Revision Policy 3.403 Private Vehicles-changed monitoring to “annually”; added language to provide notice of insurance coverage amounts.**
- 8. Revision 4.202 Special Education-changed monitoring to “annually”; struck last two sentences because the policy itself places responsibility on the district to provide training, which generally emanates from the Department of Exceptional Student Education, but also comes from elsewhere; updated citations.**
- 9. Revision 4.302 Field Trips Competitions-changed monitoring to “annually”; removed**

a housekeeping nature, other than the fact that we propose that the “private vehicle” policy be referenced within this policy as a reminder that there is a separate policy pertaining to “private vehicles” if that is the mode of transportation that is approved for a Field Trip/Competition; removed language about “requested fees” because the language creates ambiguity about what is meant by “reasonable” – i.e. that term is relative to the type of Field Trip/Competition.

10. Revision Policy 4.300 Extracurricular Activities- changed monitoring to “annually”; struck superfluous language, i.e. the policy already provides that the Principal must approve all activities and clubs.
11. Revision Policy 5.113 In-Service and Professional Learning Opportunities- changed monitoring to “annually”; struck superfluous language; made housekeeping changes; harmonized policy with state laws and State Board Policy; struck language regarding professional employees and support personnel because there are times that said employees are exempted from in-service, thus mandating attendance by policy appears to be counter-intuitive; updated citations.
12. Revision Policy 5.114 Personnel Records-changed monitoring to “annually”; made housekeeping changes; added language to comply with State law in regard to protected employee information; updated citations.
13. Revision Policy 5.401 HIV AIDS (Employees)-changed monitoring to “annually”; made housekeeping changes; struck language about Superintendent developing guidelines, because the policy is self sufficient; updated citations.
14. REPEAL 4.613 Programs for Students with Disabilities- it is recommended that this policy be repealed because the information is already contained in Policy 4.202, thus making this policy superfluous to that policy.
15. REPEAL 5.104 Equal Employment Opportunity Compliance- it is recommended that this policy be repealed because the information is already contained in Policies 5.500 and Policy 1.809, thus making this policy superfluous to those policies.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Political Activities	Descriptor Code: 5.606	Issued Date: 04/**/22
		Rescinds:	Issued:

1 Employees may, on their own time, campaign for or against any candidate or referendum, but are
2 prohibited from using system-owned property to engage in political activity. System-owned property
3 includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic
4 equipment and e-mail accounts.

5 Political campaigning on school district premises is prohibited. Political literature shall not be
6 distributed on school district premises. Political signs shall not be permitted on school district premises.

7 It is unlawful for teachers, teacher's aides, librarians, principals, supervisors, Superintendent, members
8 of school administrative staff or central office staff to display campaign literature, banners, placards,
9 streamers, stickers, signs or other items of campaign or political advertising on behalf of any party,
10 committee or agency, or candidate for partisan or nonpartisan public office elected by the people, on the
11 premises of any building or land owned by GMSD, or to use any GMSD facilities, including equipment
12 and vehicles, for such purposes. This prohibition does not apply to the display of campaign banners,
13 placards, streamers, stickers, signs or other items of campaign or political advertising on GMSD's
14 property or the use of GMSD equipment, when the display or use is a part of and solely for the purpose
15 of the GMSD's program of student education relative to the electoral process.

16 It is unlawful for teachers, teacher's aides, librarians, principals, supervisors, Superintendent, members
17 of school administrative staff or central office staff employed by GMSD during those hours of the day
18 when GMSD requires teachers, teacher's aides, librarians, principals, supervisors, Superintendent,
19 members of school administrative staff or central office staff to be performing school duties to:

- 20 (A) Engage actively in a political campaign on behalf of any party, committee, organization
21 or agency;
- 22 (B) Engage in a campaign for a candidate for partisan or nonpartisan public office elected by
23 the people;
- 24 (C) Attend political meetings or rallies;
- 25 (D) Use the teacher's employment to interfere with or affect the result of any regular or
26 special primary election conducted with the state; or
- 27 (E) Perform political campaign duties or functions.

28 No sign or message in support or opposition to a referendum or initiative placed before the voters shall
29 be displayed on a sign owned by GMSD or its schools or attached to GMSD owned buildings. No audio
30 or video messages in support of or in opposition to a referendum or initiative shall be dispersed using
31 GMSD or school telephonic or electronic equipment or accounts.

Legal References

T.C.A. 2-19-201
T.C.A. 2-19-206
T.C.A. 2-19-207
T.C.A. 49-6-2009

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 4/**/22 04/07/14
		Rescinds:	Issued:

1 *Calendar*⁺

2 The school calendar for the next school year shall be recommended by the **Director of Schools**
3 **Superintendent** and approved by the Board prior to the end of the school year. Changes in the school
4 calendar must be approved by the Board.

5 ~~The length of the school day is established to provide appropriate time for a meaningful educational~~
6 ~~program and only in extreme circumstances will extra time be used for making up days lost due to~~
7 ~~inclement weather. The Board believes that days lost due to inclement weather should be made up, and~~
8 ~~that the annual school calendar should be structured to minimize the impact on community and family~~
9 ~~planning when make-up days are required. The school calendar should be established with an~~
10 ~~appropriate number of extra days that can be used as make-up days for days lost due to inclement~~
11 ~~weather.~~

12 The Board shall designate the number of days allocated for dangerous or extreme weather conditions
13 and the number of days to be allocated for student dismissals for faculty professional development, IEP
14 team meetings, school-wide or system-wide instructional planning meetings, parent/teacher
15 conferences, or other similar meetings. The total number of such days shall not exceed thirteen (13).

16 *School Day*

17 Students shall attend school one-hundred eighty (180) days, unless the Commissioner of Education
18 waives the 180 day requirement due to natural disaster or serious outbreaks of illness affecting or
19 endangering students or staff.

20 The school day shall be recommended by the **Director of Schools** **Superintendent** and approved by the
21 Board of Education.

22 The minimum length of the school day for students shall be six and one-half (6 ½) hours. The length of
23 the kindergarten day shall not be less than four (4) hours. Teachers shall be on duty at least seven (7)
24 hours per day and such additional time as the school district requires.

25 *Emergency Closings*

26 The **Director of Schools** **Superintendent** shall determine the need for emergency **closing** **closures** of
27 schools. Announcement of such **closing** **closures** shall be made at the earliest practical hour.

Legal References

1. ~~TCA 49-6-3004(a)(1)-(6); State Board of
Education Guidelines for Planning Approvable
In-Service Education Activities~~

T.C.A. 49-6-3004

State Board Rule 0520-01-02-.31

Cross-References

~~In-Service and Professional Learning Opportunities
5.113
Attendance 6.200~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date: 4/**/22 05/20/19
		Rescinds: 1.803	Issued: 04/07/14

- 1 The Germantown Board of Education recognizes that smoking represents a health and safety hazard,
 2 which has serious consequences for the smoker and the non-smoker. The Board also recognizes that all
 3 staff members should serve as positive role models for our students. In order to protect our students,
 4 staff, visitors, and guests of the schools from an environment that may be harmful to them, the Board
 5 prohibits all uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
 6 paraphernalia in all of the school district's buildings and in all vehicles that are owned, leased, or operated
 7 by the district.¹ Smoking and vaping shall be prohibited in any public seating areas including, but not
 8 limited to, bleachers used for sporting events or public restrooms.²
- 9 Employees and students in the school district will not be permitted to use these products while they are
 10 participants in any class or activity in which they represent the school district.
- 11 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
 12 visiting the school that the use of these products is forbidden. The following notice shall be prominently
 13 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
 14 *prohibited by law in seating areas and in restrooms.*³
- 15 It is unlawful for a person who has not attained twenty-one (21) years of age to possess a tobacco,
 16 smoking hemp, or vapor product. Any student that possess a tobacco, smoking hemp or vapor product
 17 may be issued a citation by a law enforcement officer. Additionally, the product shall be seized as
 18 contraband by the law enforcement officer.

Legal References

- 1. 20 USCA § 6083; ~~Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994; TCA 39-17-1604(6); TCA 39-17-1604(10)~~
- 2. T.C.A. 39-17-1505
- 3. T.C.A. 39-17-1604(10)
- 4. T.C.A. 39-17-1605

Cross-References

~~Community Use of School Facilities 3.206~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Drug-Free Workplace	Descriptor Code: 1.804	Issued Date: 4/**/22 02/17/14
		Rescinds:	Issued:

1 No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace
 2 alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other
 3 controlled substance, as defined in federal law. ¹ “Workplace” shall include any school building or
 4 any school premise; any school-owned or any other school-approved vehicle used to transport
 5 students to and from school or school activities; and off-school property during any school-sponsored
 6 or school- approved activity, event or function.

7 **As a condition of employment, all GMSD employees shall:**

- 8 (a) abide by the terms of this policy; and
- 9 (b) notify the GMSD Assistant Superintendent of Human Resources of any criminal drug statute
 10 violation occurring in the workplace, no later that five (5) days of the conviction.

11 Any employee who violates the terms of this policy shall be subject to discipline up to and including
 12 dismissal.

13 ~~The director of schools shall be responsible for providing a copy of this policy to all school system~~
 14 ~~employees.~~

Legal References

~~1. Drug Free Workplace Act of 1988,
 41 USCA § 8103~~

Cross-References

~~Drug and Alcohol Testing, Employees 5.403
 Drug-Free Schools 6.307~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Use of Electronic Mail (e-mail) by Board Members	Descriptor Code: 1.805	Issued Date: 4/**/22 02/03/14
		Rescinds:	Issued:

1 ~~Electronic mail capability among board members and district staff~~ **GMSD Board Member** access to the
 2 **GMSD network**, exists for the purpose of enhancing communication to better perform tasks associated
 3 with ~~their positions and assignments~~ being a **GMSD Board Member**. Therefore, all ~~staff and~~ **GMSD**
 4 **Board Members** who have access to the **District network** shall adhere to the following guidelines when
 5 sending or receiving messages via systemwide-electronic mail (e-mail):

- 6 1. Because all computer hardware and software belong to the ~~Board~~ **GMSD**, all data including
 7 e-mail communications stored or transmitted on school ~~system~~ **district** computers shall be
 8 monitored. ~~Employees/GMSD Board Members~~ have no right to privacy with regard to such
 9 ~~data, stored on any school system computer and/or network.~~ Confidentiality of e-mail
 10 communication cannot be assured. E-mail correspondence may be a public record under the
 11 public records law and may be subject to public inspection.¹
 12
- 13 2. Messages shall pertain to legitimate **GMSD Board /District business**; e-mail shall not be used to
 14 circumvent requirements of the Open Meetings Act.²
 15
- 16 3. ~~Staff/board members will be asked to sign an application for terms and conditions for Use of~~
 17 ~~the Internet.~~ ~~Staff/GMSD Board Members~~ shall not reveal their passwords to others in the
 18 network or to anyone outside of it. If anyone has reason to believe that a password has been lost
 19 or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact
 20 the **GMSD Technology Coordinator** immediately.
 21
- 22 4. It is the responsibility of the ~~sender~~ **GMSD Board Member** not to violate copyright laws.
 23
- 24 5. ~~Messages~~ **GMSD Board Members** shall not ~~be sent~~ send messages that contain material that
 25 may be defined by a reasonable person as obscene or ~~that are racist, sexist or~~ contain
 26 **discriminatory** content or promote illegal or unethical activity.

27 Any usage contrary to the above shall be reported immediately to the ~~director of schools~~
 28 **Superintendent** and may result in the suspension and/or revocation of ~~system access or if deemed~~
 29 ~~necessary, appropriate disciplinary action may be taken.~~ **to the** **GMSD network**

Legal References

1. T.C.A. 8-44-102
2. T.C.A. 10-7-512

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Advertising and Distribution of Materials and Use of School or School District Name	Descriptor Code: 1.806	Issued Date: 4/**/22 02/17/14
		Rescinds:	Issued:

1 No part of the school system, including the facilities, the name, the staff, and the students, shall be used
 2 for advertising or promoting the interests of any commercial, **political** or other non-school agency or
 3 organization except that:

- 4 1. **If approved by the Principal,** the school may cooperate in furthering the work of any non-profit,
 5 community-wide social service agency, provided that such cooperation does not restrict or
 6 impair the educational programs of the schools;
- 7
- 8 2. **If approved by the Principal,** the school may participate in radio or television programs
 9 under acceptable commercial sponsorship when such programs are educationally beneficial.
- 10
- 11 3. **If approved by the Principal,** community, educational, charitable, recreational and other similar
 12 civic groups may advertise events pertinent to students' interests or involvement. **Such**
 13 ~~advertisement, including the distribution of materials, shall be subject to any procedures~~
 14 ~~related to time, place and manner established by the principal;~~

15
 16 ~~The principal shall screen all materials prior to distribution to ensure their appropriateness;~~
 17 ~~The principal may prohibit materials that:~~

- 18 ~~a. would likely to cause substantial disruption of the operation of the school;~~
- 19 ~~b. violate the rights of others;~~
- 20 ~~c. are obscene, lewd or sexually explicit; or~~
- 21 ~~d. students would reasonably believe to be sponsored or endorsed by the school.~~

- 22
- 23 4. **If approved by the Superintendent,** the school may, ~~upon approval of the director of schools~~
 24 cooperate with any governmental agency in promoting activities which advance the
 25 education or other best interests of the students;

26
 27
 28 ~~Political literature shall not be distributed through the school to students, nor sent home to~~
 29 ~~parents, nor placed in teachers' mailboxes, lounges, or on school premises;~~

30
 31 ~~Political signs for people who are running for public office shall not be allowed on school~~
 32 ~~property except those being held by poll workers on election day; and~~

- 33 5. **If approved by the Principal,** school publications may accept and publish paid advertising
 under ~~procedures established by the director of schools~~

1 All advertising shall meet the following criteria;

- 2 1. No advertising shall be allowed that is not age-appropriate to ~~the students; attending the~~
3 ~~institution or those who might reasonably be expected to view such advertisements;~~
- 4 2. No advertising shall promote the use of drugs, alcohol, tobacco, or gambling;
5 ~~No advertising shall adversely affect the District's reputation or image; and~~
- 6 3. No advertising shall be lewd, obscene, or sexually explicit;
- 7 4. No advertisings shall by permitted that, in the opinion of the Principal or the Superintendent,
8 would cause substantial disruption to the educational process.

9 **USE OF SCHOOL DISTRICT NAME**

10 No school or community organization, employee, student or other person may use the name of the
11 school ~~system~~ district or an individual school in any promotional manner or for personal benefit
12 without prior approval of the Board.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Private Vehicles</h2>	Descriptor Code: 3.403	Issued Date: 4/**/22 09/25/18
		Rescinds:	Issued:

1 The Board recognizes that certain employees may need to use their private vehicles for school purposes.
2 With the use of private vehicles, the following policy shall be observed:

- 3 1. To use a private vehicle for school purposes, the employee must have the written permission
4 of the Superintendent or designee and proof of vehicle liability insurance coverage in the
5 minimum amount of \$700,000 for bodily injury or death of all persons in any one accident
6 and \$100,000 for injury or destruction of property of others.[†]
- 7
- 8 2. The employee’s private vehicle insurance shall be primary in case of accident.
- 9
- 10 3. The Board specifically forbids any employee to transport students for school purposes
11 without prior authorization by the Superintendent or designee.
- 12
- 13 4. Privately owned school buses and drivers of such shall meet all requirements of state law and
14 state Board Rules, Regulations, and Minimum Standards.
- 15
- 16 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the
17 student, an employee, or the School District.
- 18
- 19 6. No employee may ask for or give permission to students to transport other students to and
20 from any school or school-related activity without written parental permission and proof of
21 student insurance and a current driver’s license.

22 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
23 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
24 liability insurance coverage in the form of an insurance certificate in ~~a sufficient amount, as determined~~
25 ~~by the Superintendent~~ **the following amounts** and provide proof of a current driver’s license;

Minimum Coverage Amount	Coverage
\$100,000 per person	Bodily Injury
\$300,000 per accident	Bodily Injury
\$50,000 per accident	Property Damage

It shall be the responsibility of the School Principal/designee to review proofs of insurance and driver's licenses as referenced in this policy.

Legal References

1. ~~TCA 29-20-403~~
T.C.A. 29-20-403

Cross-References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Board Owned 3.402

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 4/**/22 08/24/21
		Rescinds: 4.202	Issued: 05/17/21

1 The GMSD Assistant Superintendent for Exceptional Student Education shall be responsible for
2 ensuring that the District has a procedure for identifying and evaluating children who are suspected of
3 having a disability and that the procedure is being properly implemented.^{1,2,3}

4 A free appropriate public education (FAPE) shall be available to all children with disabilities,
5 aged three (3) through the school year the student turns twenty-two (22), including those children who
6 have been suspended or expelled from school for more than ten (10) school days in a school year.

7 The GMSD Assistant Superintendent for Exceptional Student Education, in coordination with the
8 GMSD Chief Financial Officer shall be responsible for developing a procedure for the administration
9 of IDEA and preschool funds and shall maintain appropriate records and reports to be used in planning
10 and evaluating special education programs and services.

11 Students with disabilities shall be educated with the general student population to the maximum extent
12 appropriate and should be placed in separate or special classes only when the severity of the disability
13 is such that education in regular classes, even with the use of supplementary aids and services, cannot
14 be accomplished satisfactorily, as determined by the student's IEP team.

15 Eligibility standards and options for service for special education services shall be based upon the
16 criteria specified in state regulations.

ISOLATION AND RESTRAINT

18 **DEFINITIONS⁴**

19 "Emergency" means that a student's behavior poses a threat to the physical safety of the student or
20 others nearby.

21 "Isolation" or "Seclusion" means the confinement of a student alone, with no other students, staff, or
22 persons present, in a room with or without a door, or other enclosed area or structure pursuant to
23 T.C.A. § 49-10-1305(g) where the student is physically prevented from leaving because a door, object,
24 or school personnel is blocking the student's exit; and does not include time-out, a behavior
25 management procedure in which the opportunity for positive reinforcement is withheld, contingent
26 upon the demonstration of undesired behavior; provided, that time-out may involve the voluntary
27 separation of a student receiving special education services from others.

28 "Physical holding restraint" means the use of body contact by school personnel with a student to
29 restrict freedom of movement or normal access to the student's body except for:⁵

- 1 (A) The holding of a student by an adult in order to calm or comfort the student in the absence of an
2 emergency;
- 3 (B) Contact necessary to physically escort a student from one area to another in the absence of an
4 emergency;
- 5 (C) Assisting a student in completing a task or response if the student does not resist or if the
6 resistance is of a minimal intensity or duration;
- 7 (D) Physically redirecting a student if the student does not resist or if the resistance is of minimal
8 intensity or duration; or
- 9 (E) School personnel blocking a student's exit or elopement by physically placing themselves in
10 front of the student.

11 "Behavior intervention training program" means a training program in evidence-based positive
12 behavioral supports, evidence-based crisis intervention and evidence-based techniques for the safe use
13 of restraint and isolation.

14 "Mechanical restraint" means the application of a mechanical device, material, or equipment attached or
15 adjacent to the student's body, including ambulatory restraints, which the student cannot easily remove
16 and that restrict freedom of movement or normal access to the student's body. "Mechanical restraint"
17 does not include the use of restraints for medical immobilization, adaptive support, or medical protection,
18 or the use of a seatbelt or other device, including, but not limited to, a belting system or harness, to secure
19 a child with a disability during transit on a bus or vehicle operated by GMSD or a provider contracted to
20 serve GMSD's transportation needs.

21 "Chemical restraint" means a medication that is prescribed to restrict a student's freedom of movement
22 for the control of extreme violent physical behavior. Chemical restraints are medications used in addition
23 to, or in replacement of, a student's regular drug regimen to control extreme violent physical behavior.
24 The medications that comprise the student's regular medical regimen, including PRN medications, are
25 not considered chemical restraints, even if their purpose is to treat ongoing behavioral symptoms.

26 "Restraint" means a chemical restraint, mechanical restraint, or physical holding restraint.

27 "Positive behavioral supports" means a systematic approach using evidence-based practices to improve
28 school environments, and to prevent and respond to problem behavior that:⁶

- 29 (A) Is proactive and instructional, rather than reactive and punitive;
- 30 (B) Operates on the following three (3) levels:
- 31 (i) Individual;
- 32 (ii) Group or classroom; and
- 33 (iii) The whole school;

- 1 (C) Includes a system of continual data collection;
- 2 (D) Utilizes data-based decision-making;
- 3 (E) Applies research-validated positive behavioral interventions; and
- 4 (F) Improves academic and social outcomes for all students, including those with the most complex
5 and intensive behavioral needs.

6 **REQUIREMENTS FOR USING ISOLATION OR RESTRAINTS**⁷

7 For a student receiving special education services, isolation or a physical holding restraint may only be
8 used in emergency situations.

9 Individualized education programs that provide for the use of isolation or a physical holding restraint
10 for certain behavior must contain a data driven functional behavior assessment and a plan for
11 modification of the behavior developed and implemented by a qualified team of professionals.

12 In the event that a physical holding restraint or isolation is imposed on a student, it shall be imposed by
13 school personnel who have been trained and certified for completing a behavior intervention training
14 program or other school personnel when trained and certified personnel are not immediately available.

15 If school personnel impose isolation or restraint, then the school shall immediately contact the school
16 Principal or his/her designee. The Principal or his/her designee must observe and evaluate the student's
17 condition within a reasonable time after the isolation or restraint was used. The Principal or his/her
18 designee shall notify the student's parent or guardian orally or by written or printed communication on
19 the same day the isolation or restraint was used.

20 An IEP team meeting must be convened within ten (10) days of the use of a restraint if:⁷

- 21 (1) The student's IEP does not provide for the use of a physical holding restraint generally,
22 or for the behavior that precipitated the use of the restraint; or
- 23
- 24 (2) A physical holding restraint is used for an extended period of time, as determined by the
25 state board of education.

26 An IEP team meeting must be convened within ten (10) days of the use of an isolation if:⁷

- 27 (1) The student's IEP does not provide for the use of an isolation generally, or for the
28 behavior that precipitated the use of the isolation; or
- 29 (2) An isolation is used for an extended period of time, as determined by the state board of
30 education.

31 **RESTRICTIONS ON ADMINISTRATION OF, OR USE OF, ISOLATION OR RESTRAINT**⁸

32 Administering a chemical restraint to a student receiving special education services is prohibited;
33 provided that chemical restraints are not prohibited when administered for therapeutic purposes under

1 the direction of a physician and with the student's parent or guardian's consent to administer such
2 chemical restraint.

3 Administering a noxious substance to a student receiving special education services, as defined by
4 T.C.A. § 49-10-102 is prohibited.

5 The use of any mechanical restraint on any student receiving special education services is prohibited.

6 The use of isolation or restraint as a means of coercion, punishment, convenience or retaliation on any
7 student receiving special education services is prohibited.

8 Removing or disabling any equipment or device that a student requires, including, but not limited to, a
9 power wheelchair, brace, augmentative communication device, or walker, as a means of coercion,
10 punishment, convenience, or retaliation on any student receiving special education services is prohibited.

11 The use of a locked door, or any physical structure, mechanism, or device that substantially accomplishes
12 the function of locking a student in a room, structure, or area, is prohibited.

13 Any enclosed area or structure used as an isolation room shall be:

- 14 a) Unlocked and incapable of being locked;
- 15 b) Free of any condition that could be a danger to the student;
- 16 c) Well ventilated and temperature controlled;
- 17 d) Sufficiently lighted for the comfort and well-being of the student;
- 18 e) Where school personnel are in continuous direct visual contact with the student at all
19 times;
- 20 f) At least forty (40) square feet; and
- 21 g) In compliance with all applicable state and local fire, health, and safety codes.

22 Actions undertaken by school personnel to break up a fight or to take a weapon from a student are not
23 prohibited; however, these acts shall be reported to the Principal of the school where the fight took
24 place or the weapon was taken.

25 **TRAINING⁸**

26 GMSD will provide training for all GMSD administrators and special education teachers concerning
27 behavior intervention.

28 Staff members who are primarily authorized to perform isolation or restraint functions must receive
29 annual behavior intervention training including transportation and immobilization procedures through
30 the Crisis Prevention Institute or the Professional Crisis Management Association.

31 **Responsibility**

32 ~~Each Principal shall be responsible for ensuring that staff in his/her building receives training. The~~
33 ~~Department of Exceptional Student Education is responsible for reviewing school documentation of~~
34 ~~the use of isolation and restraint and for implementing this Policy.~~

 Legal References

1. ~~TRR/MS 0520-01-09~~
2. ~~TCA 49-10-101 et seq.~~
3. ~~20 USCA §§ 1400-1485; 29 USCA § 794; 34 CFR § 300.504~~
4. ~~TCA 49-10-1303~~
5. ~~TCA 49-10-1303(8)(A)-(E)~~
6. ~~TCA 49-10-1303(9)(A)-(F)~~
7. ~~T.C.A. § 49-10-1305; TRR/MS 0520-1-9-.23~~
8. ~~T.C.A. § 49-10-1301, et seq.~~

TRR/MS 0520-01-09
 T.C.A. 49-10-1301, et seq.

 Cross-References

~~Compulsory Attendance Ages 6.201~~
~~Alternative Education 6.319~~
~~Student Communicable Diseases 6.403~~
~~Acquired Immune Deficiency Syndrome 6.404~~
~~Special Education Students 6.500~~

 Legal References

~~TRR/MS 0520-01-09~~
~~T.C.A. § 49-10-101 et seq.~~
~~Education of Individuals with Disabilities 20~~
~~U.S. C. Sections 1400-1485. Section 504 of the~~
~~Rehabilitation Act of 1973. (Note: 504 of the~~
~~Rehabilitation Act of 1973 has been interpreted~~
~~by the courts to protect individuals with~~
~~contagious diseases.)~~
~~T.C.A. § 49-10-1303~~
~~TCA 49-10-1303(8)(A)-(E)~~
~~TCA 49-10-1303(9)(A)-(F)~~
~~T.C.A. § 49-10-1305; TRR/MS 0520-1-9-.23~~
~~T.C.A. § 49-10-1301, et seq.~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Field Trips / Competitions	Descriptor Code: 4.302	Issued Date: 4/**/22 05/05/14
		Rescinds:	Issued:

- 1 Field Trips/**Competitions** shall be an enrichment of concepts taught in the classroom and are encouraged
2 and supported by the district. ~~Field Trips will be based on established standards for increased student~~
3 ~~growth and achievement.~~ Field Trips/**Competitions** will be considered based on; educational benefit,
4 curriculum alignment, celebration of work or achievement, enrichment of school culture, age
5 appropriateness, distance traveled, transportation, cost, and interruption of instructional time.
- 6 School sponsored Field Trips/**Competitions** must be authorized by the Principal and approved by the
7 ~~district office~~ **GMSD Executive Director of Teaching, Learning and Assessment.** The school must
8 have permission slips signed by parent/guardian for each participating student on file as well as
9 emergency contact information.
- 10 Schools may request payment of fees associated with Field Trips/**Competitions** in accordance with
11 applicable State Law, minimum rules and regulations, and Board policy. ~~Requested fees should be~~
12 ~~kept to a minimum.~~
- 13 Student safety is a vital concern for the District; therefore, appropriate supervision for school
14 sponsored Field Trips/**Competitions** by teachers, school staff or other District officials shall be
15 required. Additional supervision may be provided by volunteer chaperones.
- 16 **The Board prefers that transportation to school-sponsored Field Trips/**Competitions** should be by**
17 **school or commercial bus. The commercial bus company must be on the District's approved vendor**
18 **list that is updated on a regular basis. However, if the Principal and the **GMSD Executive Director of****
19 **Teaching, Learning and Assessment approve the Field Trip/Competition and the transportation is to be**
20 **provided by private transportation, the Board's "Private Vehicles" policy must be followed. If private**
21 **vehicles are used an additional ridership permission slip shall be signed by the parent/guardian.**
- 22 Field trips/**Competitions** sponsored by individuals/entities other than Germantown Municipal Schools
23 are neither approved nor sanctioned by the District. ~~This shall include, but is not limited to employees~~
24 ~~acting as independent agents, parent groups, and individuals/entities that recruit and/or solicit the~~
25 ~~participation of District students and/or staff.~~ The use of the District's name, forms, and/or other
26 information in association with any non- sanctioned **Field Trip/Competition** shall be prohibited.
27 Additionally, the District shall not assume liability for any **Field Trip/Competition** that is not **approved**
28 ~~by the school Principal and Superintendent or designee~~ a **GMSD -sanctioned Field Trip/Competition.**
- 29 ~~Teachers and principals are responsible for compliance with the provisions of this policy and the~~
30 ~~accompanying administrative rules and regulations. Questions concerning the implementation of this~~
31 ~~policy and the administrative rules and regulations should be directed to the Superintendent's office.~~

1 ~~The Superintendent is responsible for ensuring that this policy is followed.~~

2

~~Cross-References~~
~~Attendance 6.200~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 4/**/22
		Rescinds:	Issued: 05/05/14

The following guidelines shall be followed in administering school-sponsored extracurricular activities:

~~The principal shall initially approve each extracurricular activity to ensure proper support and supervision.~~

1. Each student activity must be under the guidance and direction of a certified staff member.
2. All extracurricular activities and clubs must have the approval of the Principal.

~~Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.~~

~~Secret organizations shall not be operated in any school.~~

3. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.
4. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.

~~Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principal's associations without the approval of the director of schools.~~

5. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
6. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.¹

Legal References

1. 20 USC § 1703

Cross References

Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 4/**/22 08/24/21
		Rescinds: 5.113	Issued: 10/07/19

1 IN-SERVICE EDUCATION

2 ~~In-service education[†] is a program of planned activities designed to increase the competencies needed~~
3 ~~by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,~~
4 ~~skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to~~
5 ~~increase student achievement.~~

6 Each certified employee shall be required to participate in the professional development opportunities
7 (in-service) provided by the school district. Failure to participate in an in-service training may be
8 considered to be in subordination and may result in disciplinary action up to and including termination.

9 *Administrative and Supervisory Employees*

10 Administrative and supervisory employees shall show evidence of continual professional growth by
11 attendance at in-service programs and institutes, studying professional literature, meeting with other
12 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
13 student growth and development.

14 Each Principal and Administrator shall be required to ~~earn fourteen (14) TASL credit hours during each~~
15 ~~one (1) year cycle from July 1 to June 30~~ attend the Principal Administrator Academy for instruction at
16 ~~least once every five (5) years.~~ Principals and Administrators with fifteen (15) or more years of
17 experience as a Principal, Supervisor or Administrator, may be exempt from ~~TASL requirement,~~
18 ~~provided that the GMSD Superintendent approves the exemption and the Principal/Administrator~~
19 ~~submits the exemption request in TNCompass and receives approval through TNCompass~~ the
20 requirement for attendance at the Principal Administrator Academy.

21 *Professional Employees*

22 ~~A system-wide in-service committee, composed of membership from a cross-section of other personnel,~~
23 ~~shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate~~
24 ~~the in-service program.[†]~~

25 ~~In-service credit shall not be given while performing duties which are required as part of regular teaching~~
26 ~~assignments.~~

27 *Support Personnel*

~~The immediate supervisors of support personnel shall be responsible for providing in-service trainings. Absences to attend meetings relating to the employee's job description may be granted by the director of schools without loss of pay to the employee.~~

4 HUMAN TRAFFICKING IN-SERVICE TRAINING

Once every three (3) years, every certified employee shall be required to attend in-service training on the detection, intervention, prevention, and treatment of human trafficking in which the victim is a child.⁴ The in-service training must be accomplished through the viewing of a video recording approved by the GMSD Superintendent.

Each certified employee attending the human trafficking in-service training shall receive in-service credit for viewing the video equal to the length of the video.

GMSD shall maintain a record of each certified employee who completes the human trafficking in-service training.

13 PROFESSIONAL LEARNING PROGRAM

Professional learning programs and activities shall reflect the Standards for Professional Learning³ (~~Learning Forward, 2011~~) as listed below and shall reflect the needs identified in school improvement plans set forth by the Tennessee State Board of Education.

The Board may pay expenses of selected personnel who participate in ~~the training sessions conducted by the State Department of Education~~ professional learning programs.

~~The Superintendent shall involve district office personnel and other employees as needed in developing the system-wide professional learning program and shall recommend it to the Board for approval.~~

21 Standards for Professional Learning

~~LEARNING COMMUNITIES: Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.~~

~~LEADERSHIP: Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.~~

~~RESOURCES: Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.~~

~~DATA: Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.~~

~~LEARNING DESIGNS: Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.~~

- 1 ~~IMPLEMENTATION: Professional learning that increases educator effectiveness and results for all~~
2 ~~students applies research on change and sustains support for implementation of professional learning for~~
3 ~~long term change.~~
- 4 ~~OUTCOMES: Professional learning that increases educator effectiveness and results for all students~~
5 ~~aligns its outcomes with educator performance and student curriculum standards.~~

Legal References

1. ~~Tennessee State Board of Education Policy 5.200,
Professional Development; TCA 49-1-214(b); TCA
49-6-3004(e)(1)~~
2. ~~TCA 49-5-5703(a)~~
3. ~~Tennessee State Board of Education Policy 5.200,
Professional Development~~
4. ~~T.C.A. 49-6-3004(e)(1)(B)~~

Tennessee State Board of Education Policy 5.200,
T.C.A. 49-5-501
T.C.A. 49-5-5703
T.C.A. 49-6-3004

Cross-References

School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.604

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 4/**/22 09/15/14
		Rescinds:	Issued:

1 The Superintendent or his/her designee(s) shall be authorized to maintain personnel records and to
2 permit inspection of the same, except for matters deemed confidential by law. The following personnel
3 records shall be maintained for all employees as appropriate:

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and
6 regulations;¹
- 7 3. Evaluations;
- 8 4. Cumulative information files; and
- 9 5. INS Form 1-9.²

10 The following guidelines shall be followed:

- 11 1. Information contained in personnel records shall be limited to job-related matters;
12
13 ~~The Superintendent shall be responsible for notifying all employees of the types of records kept~~
14 ~~and uses made of such records;~~
- 15
16 2. Employees shall be granted an opportunity to respond in writing to **material disciplinary actions**
17 placed in ~~records~~ **their personnel file;**
- 18
19 3. Employee records are public records, except for matters deemed confidential by law, and shall
20 be open for inspection during regular business hours;³
- 21
22 4. Members of the public may not obtain the home telephone number, personal cell phone
23 number, bank account information, social security number, residential street address, driver
24 license information (except where driving or operating a vehicle is considered to be a part of
25 the employee's duties), **emergency contact information, personal email address not issued by**
26 **GMSD, medical information, sick leave documents, Employee Assistance Program files** or the
27 results of individual teacher evaluations of an employee or of the immediate family members or
28 household members of an employee, unless release of this information is expressly authorized
29 by the employee;⁴

30
31 ~~A record of the person inspecting and the date of inspection shall be recorded.; and~~

32
33 ~~Copies of records may be made under rules determined by the Superintendent.⁵~~

Legal References

1. ~~TCA 49-2-301(b)(1)(M)~~
2. ~~Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359~~
3. ~~TCA 10-7-503, 504~~
4. ~~TCA 10-7-504 (f)(1)~~
5. ~~TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-108~~

T.C.A. 10-7-503 et seq.

T.C.A. 49-2-301

Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359

Cross-References

School District Records 1.407

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: HIV / AIDS (Employees)	Descriptor Code: 5.401	Issued Date: 4/**/22 10/26/21
		Rescinds: 5.401	Issued: 09/25/18

1 **LIABILITY AND NON-DISCRIMINATION**

2 No employee who is diagnosed with HIV infection or AIDS or perceived as having been diagnosed with
3 HIV infection or AIDS shall be prevented from continuing their employment. No disciplinary action
4 may be taken against an employee solely on the basis of HIV infection or AIDS. Consideration for job
5 application, employment, advancement, discharge, competition, training, or other terms, conditions or
6 privileges of employment shall not be denied to individuals on the basis of HIV or AIDS status.

7 Action may be taken against an employee only if the employee is disabled and the disability interferes
8 with their ability to perform their employment duties.

9 The Board shall make reasonable accommodation to enable the employee to perform employment duties
10 as may be required by state or federal law.¹

11 **HIV/AIDS TESTING**

12 No school official can require any employee to undergo an HIV or AIDS test. This does not preclude
13 school officials from requiring an employee to undergo an examination when another communicable
14 illness is suspected.²

15 **CONFIDENTIALITY**

16 If information is received regarding an employee's HIV or AIDS status, the Superintendent may consult
17 with the school board attorney on the appropriate course of action to pursue.³

18 Information about an employee's HIV or AIDS status is not to be documented in the employee's
19 personnel file and shall not be faxed^{1,3} and/or shared in any electronic format.

20 Information obtained is confidential and may not be released to anyone except:³

21 1. Persons named on an Authorization for Release of Confidential HIV or AIDS-Related
22 Information Form;

23 2. Persons listed on a court order, and

24 3. Persons authorized to receive such information without a release or court order according to
25 **T.C.A. 68-10-113.**

26 **Under no circumstances shall information identifying an employee with HIV or AIDS be released**
27 **to the public.**

1 INFECTION CONTROL

2 To prevent and manage exposure in the workplace, all school system employees will receive in-service
3 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.
4 The Board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal
5 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and
6 Other Blood-borne Pathogens in Health Care Settings.[†]

7 EDUCATION AND TRAINING

8 ~~Annually, the Superintendent shall ensure that~~ All employees, including newly hired staff, shall receive
9 current HIV/AIDS training. These programs can utilize the educational/training resources of agencies or
10 private institutions with personnel trained in the areas of HIV/AIDS prevention education.[†]

11 ~~The Superintendent shall be responsible for developing, revising and implementing the administrative~~
12 ~~guidelines and procedures for this policy. The Superintendent shall be responsible for enforcing this~~
13 ~~policy by communicating it to all personnel and by providing necessary instruction to all~~
14 ~~administrators.~~
15

Legal References

1. State Board of Education Policy 5.300
2. 29 CFR § 1630.13(b); TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. ~~TCA 68-10-113~~
T.C.A. 49-2-203
T.C.A. 49-5-404
T.C.A. 49-5-710
T.C.A. 68-10-113

Cross-References

~~Section 504 and ADA Grievance Procedures 1.802~~
~~Promoting Student Welfare 6.400~~

Germantown Municipal School District

Monitoring: Review: Annually, in March	Descriptor Term: Programs for Students with Disabilities	Descriptor Code: 4.613	Issued Date: 4/**/22 08/24/21
		Rescinds: 4.613	Issued: 04/16/18

- 1 ~~All students with disabilities between the ages of three (3) and twenty one (21), inclusive, enrolled in~~
- 2 ~~the Germantown Municipal School District shall be provided with a free and appropriate public~~
- 3 ~~education.¹~~
- 4 ~~Students with disabilities shall be educated in the least restrictive environment. In order to assure that~~
- 5 ~~each student with a disability is appropriately educated within the least restrictive environment, support~~
- 6 ~~services are provided to assure that he/she can derive educational benefit.~~
- 7 ~~The needs of certain students are so great that special instructional services or special facilities are~~
- 8 ~~necessary beyond that of the regular classroom. Any educational placement, other than the regular~~
- 9 ~~classroom, is made only when it has been determined by the Individual Education Plan (IEP) team that~~
- 10 ~~such placement is appropriate. Parents or legal guardians have a right to due process procedures if~~
- 11 ~~they feel that such placement is not appropriate.~~

Legal References

1. ~~TCA 49-10-103(e), (e); TCA 49-10-1301, et. seq.;~~
~~TRR/MS 0520-1-9-23~~

Repeal (is contained in Policy 5.500 and Policy 1.809)

Germantown Municipal School District			
Monitoring: Review: Annually, in March	Descriptor Term: Equal Employment Opportunity Compliance	Descriptor Code: 5.104	Issued Date: 4/**/22 04/20/20 05/05/14
		Rescinds:	Issued:

1 **PURPOSE**

2 ~~To provide equal employment opportunity for all applicants and employees; and to comply with~~
3 ~~applicable requirements of Federal Statutes and Executive Orders.~~

4 **SCOPE**

5 ~~This policy applies to all applicants and employees of Germantown Municipal School District.~~

6 **POLICY STATEMENT**

7 ~~Germantown Municipal School District shall not discriminate in recruitment or employment on the~~
8 ~~basis of race, color, religion, sex, creed, age, disability, national origin, or genetic information in~~
9 ~~compliance with state/federal law. The District shall promote equal opportunities through vigorous~~
10 ~~recruiting practices as an integral part of Germantown Municipal School District's personnel policy~~
11 ~~and practice in the employment, development, advancement and treatment of employees and applicants~~
12 ~~of Germantown Municipal School District.~~

13 ~~Germantown Municipal School District shall not on the basis of race, color, religion, sex, creed, age,~~
14 ~~disability, national origin, or genetic information discriminate against any qualified individual with~~
15 ~~respect to the employment relationship, including job application procedures, hiring, advancement,~~
16 ~~compensation, job training and other terms, conditions and privileges of employment.[†]~~

17 ~~Violations of this policy shall be reported to the Executive Director of Human Resources or if it is~~
18 ~~alleged that the Executive Director of Human Resources violated this policy, the notification of~~
19 ~~violation should be reported to the Deputy Superintendent.~~

20 **RESPONSIBILITY**

21 ~~A. The Superintendent (or designee) is responsible for ensuring compliance with this policy.~~

22

23 ~~B. The Superintendent is responsible for determining if this policy is followed.~~

[Type here]

Legal References

1. 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; and 42 USC § 12101-12213

REPEAL

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date: 4/**/22 05/20/19
		Rescinds: 1.803	Issued: 04/07/14

1 The Germantown Board of Education recognizes that smoking represents a health and safety hazard,
 2 which has serious consequences for the smoker and the non-smoker. The Board also recognizes that all
 3 staff members should serve as positive role models for our students. In order to protect our students,
 4 staff, visitors, and guests of the schools from an environment that may be harmful to them, the Board
 5 prohibits all uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
 6 paraphernalia in all of the school district's buildings and in all vehicles that are owned, leased, or operated
 7 by the district.¹ Smoking and vaping shall be prohibited in any public seating areas including, but not
 8 limited to, bleachers used for sporting events or public restrooms.²

9 Employees and students in the school district will not be permitted to use these products while they are
 10 participants in any class or activity in which they represent the school district.

11 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
 12 visiting the school that the use of these products is forbidden. The following notice shall be prominently
 13 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
 14 *prohibited by law in seating areas and in restrooms.*³

15 It is unlawful for a person who has not attained twenty-one (21) years of age to possess a tobacco,
 16 smoking hemp, or vapor product. Any student that possesses a tobacco, smoking hemp or vapor product
 17 may be issued a citation by a law enforcement officer. Additionally, the product shall be seized as
 18 contraband by the law enforcement officer.

Legal References

- 1. 20 USCA § 6083; ~~Section 1042 of the Environmental Tobacco Smoke Pro-Children Act of 1994; TCA 39-17-1604(6); TCA 39-17-1604(10)~~
- 2. T.C.A. 39-17-1505
- 3. T.C.A. 39-17-1604(10)
- 4. T.C.A. 39-17-1605

Cross-References

Community Use of School Facilities 3.206

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Advertising and Distribution of Materials and Use of School or School District Name	Descriptor Code: 1.806	Issued Date: 4/**/22 02/17/14
		Rescinds:	Issued:

1 No part of the school system, including the facilities, the name, the staff, and the students, shall be used
 2 for advertising or promoting the interests of any commercial, ~~political~~ or other non-school agency or
 3 organization except that:

- 4 1. **If approved by the Principal,** the school may cooperate in furthering the work of any non-profit,
 5 community-wide social service agency, provided that such cooperation does not restrict or
 6 impair the educational programs of the schools;
 7
- 8 2. **If approved by the Principal,** the school may participate in radio or television programs
 9 under acceptable commercial sponsorship when such programs are educationally beneficial.
 10
- 11 3. **If approved by the Principal,** community, educational, charitable, recreational and other similar
 12 civic groups may advertise events pertinent to students' interests or involvement. ~~Such~~
 13 ~~advertisement, including the distribution of materials, shall be subject to any procedures~~
 14 ~~related to time, place and manner established by the principal;~~
 15

~~The principal shall screen all materials prior to distribution to ensure their appropriateness;
 The principal may prohibit materials that:~~

- ~~a. would likely to cause substantial disruption of the operation of the school;~~
- ~~b. violate the rights of others;~~
- ~~c. are obscene, lewd or sexually explicit; or~~
- ~~d. students would reasonably believe to be sponsored or endorsed by the school.~~

- 23 4. **If approved by the Superintendent,** the school may, ~~upon approval of the director of schools~~
 24 cooperate with any governmental agency in promoting activities which advance the
 25 education or other best interests of the students;
 26

~~Political literature shall not be distributed through the school to students, nor sent home to
 parents, nor placed in teachers' mailboxes, lounges, or on school premises;~~

~~Political signs for people who are running for public office shall not be allowed on school
 property except those being held by poll workers on election day; and~~

- 33 5. **If approved by the Principal,** school publications may accept and publish paid advertising
~~under procedures established by the director of schools~~

1 All advertising shall meet the following criteria;

- 2 1. No advertising shall be allowed that is not age-appropriate to ~~the students; attending the~~
3 ~~institution or those who might reasonably be expected to view such advertisements;~~
- 4 2. No advertising shall promote the use of drugs, alcohol, tobacco, or gambling;
5 ~~No advertising shall adversely affect the District's reputation or image; and~~
- 6 3. No advertising shall be lewd, obscene, or sexually explicit;
- 7 4. No advertising shall be permitted that, in the opinion of the Principal or the Superintendent,
8 would cause substantial disruption to the educational process.

9 **USE OF SCHOOL DISTRICT NAME**

10 No school or community organization, employee, student or other person may use the name of the
11 school ~~system~~ district or an individual school in any promotional manner or for personal benefit
12 without prior approval of the Board.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 4/**/22 08/24/21
		Rescinds: 5.113	Issued: 10/07/19

1 IN-SERVICE EDUCATION

2 ~~In-service education[†] is a program of planned activities designed to increase the competencies needed~~
3 ~~by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,~~
4 ~~skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to~~
5 ~~increase student achievement.~~

6 Each certified employee shall be required to participate in the professional development opportunities
7 (in-service) provided by the school district. Failure to participate in an in-service training may be
8 considered to be insubordination and may result in disciplinary action up to and including termination.

9 *Administrative and Supervisory Employees*

10 Administrative and supervisory employees shall show evidence of continual professional growth by
11 attendance at in-service programs and institutes, studying professional literature, meeting with other
12 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
13 student growth and development.

14 ~~Each Principal and Administrator shall be required to earn fourteen (14) TASHL credit hours during each~~
15 ~~one (1) year cycle from July 1 to June 30 attend the Principal Administrator Academy for instruction at~~
16 ~~least once every five (5) years. Principals and Administrators with fifteen (15) or more years of~~
17 ~~experience as a Principal, Supervisor or Administrator, may be exempt from TASHL requirement,~~
18 ~~provided that the GMSD Superintendent approves the exemption and the Principal/Administrator~~
19 ~~submits the exemption request in TNCompass and receives approval through TNCompass the~~
20 ~~requirement for attendance at the Principal Administrator Academy.~~

21 *Professional Employees*

22 ~~A system-wide in-service committee, composed of membership from a cross-section of other personnel,~~
23 ~~shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate~~
24 ~~the in-service program.[†]~~

25 ~~In-service credit shall not be given while performing duties which are required as part of regular teaching~~
26 ~~assignments.~~

27 *Support Personnel*

~~1 The immediate supervisors of support personnel shall be responsible for providing in-service trainings.
2 Absences to attend meetings relating to the employee's job description may be granted by the director of
3 schools without loss of pay to the employee.~~

4 **HUMAN TRAFFICKING IN-SERVICE TRAINING**

5 Once every three (3) years, every certified employee shall be required to attend in-service training on
6 the detection, intervention, prevention, and treatment of human trafficking in which the victim is a child.⁴
7 The in-service training must be accomplished through the viewing of a video recording approved by the
8 GMSD Superintendent.

9 Each certified employee attending the human trafficking in-service training shall receive in-service credit
10 for viewing the video equal to the length of the video.

11 GMSD shall maintain a record of each certified employee who completes the human trafficking in-
12 service training.

13 **PROFESSIONAL LEARNING PROGRAM**

14 Professional learning programs and activities shall reflect the Standards for Professional Learning³
15 ~~(Learning Forward, 2011) as listed below and shall reflect the needs identified in school improvement~~
16 ~~plans~~ set forth by the Tennessee State Board of Education.

17 The Board may pay expenses of selected personnel who participate in ~~the training sessions conducted~~
18 ~~by the State Department of Education~~ professional learning programs.

19 ~~The Superintendent shall involve district office personnel and other employees as needed in developing~~
20 ~~the system-wide professional learning program and shall recommend it to the Board for approval.~~

21 **~~Standards for Professional Learning~~**

22 ~~LEARNING COMMUNITIES: Professional learning that increases educator effectiveness and results~~
23 ~~for all students occurs within learning communities committed to continuous improvement, collective~~
24 ~~responsibility, and goal alignment.~~

25 ~~LEADERSHIP: Professional learning that increases educator effectiveness and results for all students~~
26 ~~requires skillful leaders who develop capacity, advocate, and create support systems for professional~~
27 ~~learning.~~

28 ~~RESOURCES: Professional learning that increases educator effectiveness and results for all students~~
29 ~~requires prioritizing, monitoring, and coordinating resources for educator learning.~~

30 ~~DATA: Professional learning that increases educator effectiveness and results for all students uses a~~
31 ~~variety of sources and types of student, educator, and system data to plan, assess, and evaluate~~
32 ~~professional learning.~~

33 ~~LEARNING DESIGNS: Professional learning that increases educator effectiveness and results for all~~
34 ~~students integrates theories, research, and models of human learning to achieve its intended outcomes.~~

- 1 ~~IMPLEMENTATION: Professional learning that increases educator effectiveness and results for all~~
2 ~~students applies research on change and sustains support for implementation of professional learning for~~
3 ~~long term change.~~
- 4 ~~OUTCOMES: Professional learning that increases educator effectiveness and results for all students~~
5 ~~aligns its outcomes with educator performance and student curriculum standards.~~

Legal References

1. ~~Tennessee State Board of Education Policy 5.200,
Professional Development; TCA 49-1-214(b); TCA
49-6-3004(e)(1)~~
2. ~~TCA 49-5-5703(a)~~
3. ~~Tennessee State Board of Education Policy 5.200,
Professional Development~~
4. ~~T.C.A. 49-6-3004(e)(1)(B)~~

Tennessee State Board of Education Policy 5.200,
T.C.A. 49-5-501
T.C.A. 49-5-5703
T.C.A. 49-6-3004

Cross-References

School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Political Activities	Descriptor Code: 5.606	Issued Date: 04/**/22
		Rescinds:	Issued:

1 Employees may, on their own time, campaign for or against any candidate or referendum, but are
2 prohibited from using system-owned property to engage in political activity. System-owned property
3 includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic
4 equipment and e-mail accounts.

5 Political campaigning on school district premises is prohibited. Political literature shall not be
6 distributed on school district premises. Political signs shall not be permitted on school district premises.

7 It is unlawful for teachers, teacher's aides, librarians, principals, supervisors, Superintendent, members
8 of school administrative staff or central office staff to display campaign literature, banners, placards,
9 streamers, stickers, signs or other items of campaign or political advertising on behalf of any party,
10 committee or agency, or candidate for partisan or nonpartisan public office elected by the people, on the
11 premises of any building or land owned by GMSD, or to use any GMSD facilities, including equipment
12 and vehicles, for such purposes. This prohibition does not apply to the display of campaign banners,
13 placards, streamers, stickers, signs or other items of campaign or political advertising on GMSD's
14 property or the use of GMSD equipment, when the display or use is a part of and solely for the purpose
15 of the GMSD's program of student education relative to the electoral process.

16 It is unlawful for teachers, teacher's aides, librarians, principals, supervisors, Superintendent, members
17 of school administrative staff or central office staff employed by GMSD during those hours of the day
18 when GMSD requires teachers, teacher's aides, librarians, principals, supervisors, Superintendent,
19 members of school administrative staff or central office staff to be performing school duties to:

20 (A) Engage actively in a political campaign on behalf of any party, committee, organization
21 or agency;

22 (B) Engage in a campaign for a candidate for partisan or nonpartisan public office elected by
23 the people;

24 (C) Attend political meetings or rallies;

25 (D) Use the teacher's employment to interfere with or affect the result of any regular or
26 special primary election conducted with the state; or

27 (E) Perform political campaign duties or functions.

28 No sign or message in support or opposition to a referendum or initiative placed before the voters shall
29 be displayed on a sign owned by GMSD or its schools or attached to GMSD owned buildings, except
30 for political signs being held by poll workers on Election Day at such locations that are being utilized as

- 1 a voting site. No audio or video messages in support of or in opposition to a referendum or initiative
- 2 shall be dispersed using GMSD or school telephonic or electronic equipment or accounts.

Legal References

- T.C.A. 2-19-201
- T.C.A. 2-19-206
- T.C.A. 2-19-207
- T.C.A. 49-6-2009

3



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 23

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
141-76100-707	Building Improvements	500,000	-	(50,000)	450,000
141-72620-335	Maintenance and Repairs	800,000	(2,090)	50,000	847,910

REASON FOR AMENDMENT:

Transfer of funds to cover projected additional maintenance costs.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date _____

_____ Date _____

FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT
Germantown Municipal School District
Contract Period: July 1, 2022 through June 30, 2023

Per State requirement, SFA's with fixed price FSMC agreements must comply with the nonprogram foods requirement in 7 CFR Part 210.14. The Parties to the Base Contract shall agree to the following Base Contract changes:

The FSMC shall provide SFA with food cost data it requests in order to determine the SFA's compliance with the revenue from nonprogram foods requirements. The information provided by the FSMC must be sufficient for the SFA to be able to provide specific information about the food service operation and all required products and services they are seeking to procure. For example, essential information includes:

- For fixed price per meal contracts, awarded on a per meal basis and with revenues from nonprogram foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Nonprogram foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from nonprogram foods at 7 CFR 210.14(f).
- Historical information on the type and value of nonprogram foods and meals to be offered in other food service operation, for example, catering. When the FSMC will be responsible for providing the SFA

**FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT
Germantown Municipal School District
Contract Period: July 1, 2022 through June 30, 2023**

with, or calculating nonprogram food costs and program revenues for compliance with the 7 CFR Part 210.14(f), the contract must clearly identify this requirement.

No modifications or changes shall be made to this Contract without full consent of all signatories. Any additions or changes to the Contract that change or negate the mandatory portions of the Contract as written shall automatically invalidate the Contract.

ATTEST:

SCHOOL FOOD AUTHORITY (SFA)

Witness	Name of SFA Germantown Municipal School District
	Signature of Authorized Representative
	Printed Name of Authorized Representative
	Title
	Date

ATTEST:

FOOD SERVICE MANAGEMENT (FSMC)

Witness	Name of FSMC Southwest Foodservice Excellence
	Signature of Authorized Representative
	Printed Name of Authorized Representative Monty Staggs
	Title Chief Executive Officer
	Date

APPROVAL:

**TENNESSEE DEPARTMENT OF
EDUCATION (TDOE)**

Signature of Authorized Representative <i>Josh Nunnally</i>	dotloop verified 02/16/22 6:21 AM CST FIAN-6WWF-B841-M9Y2
Printed Name of Authorized Representative Josh Nunnally	
Title	
Date <u>02/16/2022</u>	

Southwest Foodservice Excellence, LLC

By indication of the authorized signature below, the Proposer does hereby make certification and assurance of the Proposer's compliance with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d etseq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 etseq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

Proposer Signature and Date

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Southwest Foodservice Excellence, LLC	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Monty Staggs, CEO	
SIGNATURE(S)	DATE 1/31/2022

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying". This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
Southwest Foodservice Excellence, LLC	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Monty Staggs, CEO	
SIGNATURE	DATE

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract <input type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application <input type="checkbox"/> b. initial award c. post-award	3. Report Type: a. initial filing <input type="checkbox"/> b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: Monty Staggs Title: Chief Executive Officer Telephone No.: 480-551-6550 Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	



For Release: Wednesday, January 12, 2022

22-59-ATL

SOUTHEAST INFORMATION OFFICE: Atlanta, Ga.

Technical information: (404) 893-4222 BLSInfoAtlanta@bls.gov www.bls.gov/regions/southeast

Media contact: (404) 893-4220

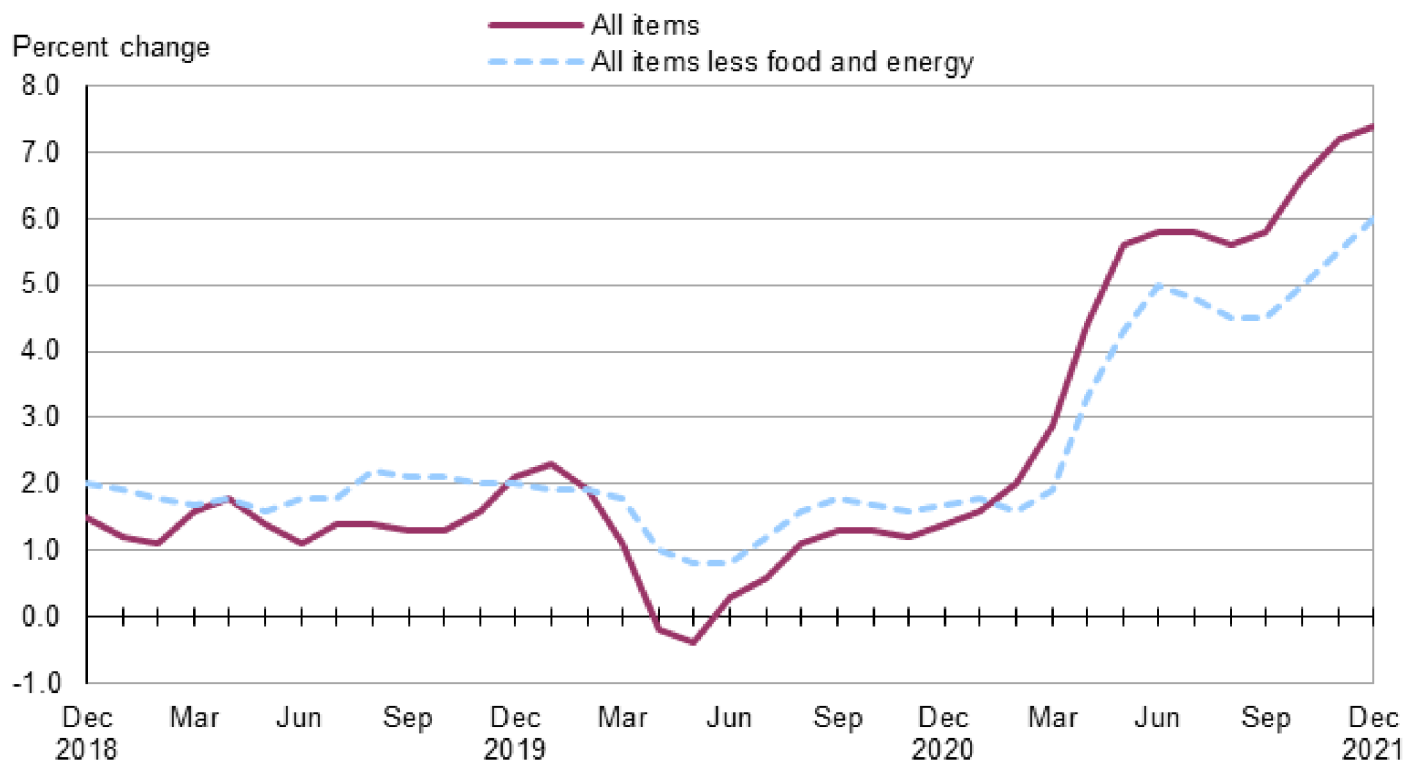
Consumer Price Index, South Region – December 2021

Prices in the South up 0.3 percent over the month and 7.4 percent over the past year

The Consumer Price Index for All Urban Consumers (CPI-U) for the South increased 0.3 percent in December, the U.S. Bureau of Labor Statistics reported today. The index for all items less food and energy rose 0.5 percent in December. The food index rose 0.6 percent over the month, while the energy index declined 1.7 percent. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes reflect the impact of seasonal influences.)

The all items CPI-U for the South advanced 7.4 percent for the 12 months ending in December, after increasing 7.2-percent over the 12-month period ending in November. The index for all items less food and energy increased 6.0 percent over the past year, while the energy index rose 28.1 percent. The food index advanced 5.9 percent over the past 12 months. (See [chart 1](#) and [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, South region, December 2018–December 2021



Source: U.S. Bureau of Labor Statistics.

Food

The food index increased 0.6 percent in December, reflecting increases in the food away from home (0.7 percent) and food at home (0.5 percent) indexes.

The food index advanced 5.9 percent for the 12 months ending in December, led by a 6.4-percent increase in the food at home index. The food away from home index also increased over the past 12 months, up 5.4 percent

Energy

The energy index declined 1.7 percent in December, led by a 3.1-percent decrease in the gasoline index. The utility (piped) gas service index also declined in December, down 1.1 percent. The electricity index was little changed over the month, up 0.1 percent.

The energy index advanced 28.1 percent for the 12 months ending in December, led by a 51.1-percent increase in the gasoline index. The electricity and the utility (piped) gas service indexes also increased over the past year, up 6.4 percent and 19.3 percent, respectively.

All items less food and energy

The index for all items less food and energy rose 0.5 percent in December. The new and used motor vehicles index increased 2.3 percent over the month, reflecting increases in the used cars and trucks (3.4 percent) and new vehicles (1.7 percent) indexes. The shelter index rose 0.4 percent in December, while the recreation and apparel indexes declined 0.4 percent and 0.7 percent, respectively.

The index for all items less food and energy advanced 6.0 percent for the 12 months ending in December, reflecting increases across many indexes. The new and used motor vehicles index advanced 21.8 percent over the past 12 months, led by a 37.0-percent increase in the used cars and trucks index; the new vehicles index increased 12.4 percent over the year. Shelter (4.6 percent) was also among the indexes to increase over the past year.

Geographic divisions

Additional price indexes are now available for the three divisions of the South. The all items CPI-U increased in the South Atlantic and West South Central divisions in December, up 0.5 percent and 0.3 percent, respectively. The all items index edged down 0.2 percent in the East South Central division in December.

Over the year, the all items index advanced 7.5 percent in the South Atlantic division. The all items index rose 7.4 percent in the West South Central division and 7.1 percent in the East South Central division.

Table A. South region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2017		2018		2019		2020		2021	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January.....	0.5	2.6	0.5	1.8	0.2	1.2	0.3	2.3	0.5	1.6
February.....	0.2	2.8	0.6	2.1	0.5	1.1	0.2	1.9	0.5	2.0
March.....	0.0	2.2	0.2	2.3	0.7	1.6	-0.1	1.1	0.8	2.9
April.....	0.2	2.0	0.4	2.4	0.5	1.8	-0.8	-0.2	0.7	4.4
May.....	0.0	1.7	0.3	2.7	-0.1	1.4	-0.2	-0.4	0.8	5.6
June.....	0.2	1.5	0.2	2.7	-0.1	1.1	0.6	0.3	0.9	5.8
July.....	-0.2	1.6	0.0	2.9	0.3	1.4	0.6	0.6	0.5	5.8
August.....	0.4	1.9	-0.1	2.4	-0.1	1.4	0.4	1.1	0.3	5.6
September.....	0.7	2.4	0.0	1.7	0.0	1.3	0.2	1.3	0.3	5.8
October.....	-0.2	2.0	0.2	2.1	0.2	1.3	0.1	1.3	1.0	6.6

Table A. South region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted - Continued

Month	2017		2018		2019		2020		2021	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
November.....	-0.1	2.1	-0.3	1.9	0.0	1.6	-0.1	1.2	0.4	7.2
December.....	-0.1	1.8	-0.5	1.5	0.0	2.1	0.2	1.4	0.3	7.4

The Consumer Price Index for January 2022 is scheduled to be released on Thursday, February 10, 2022, at 8:30 a.m. (ET).

Coronavirus (COVID-19) Impact on December 2021 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended almost entirely since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in December was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month.

For each month from March 2020 to December 2021, BLS has published a summary of the impact of the pandemic on the Consumer Price Index news release and data. The impact summary for December is available at www.bls.gov/covid19/consumer-price-index-covid19-impacts-december-2021.htm. Beginning with publication of January 2022 data in February 2022, this month-specific impact summary will be discontinued. However, information related to the impact of the pandemic will continue to be available at www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The **South region** is comprised of Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods South (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Oct. 2021	Nov. 2021	Dec. 2021	Dec. 2020	Oct. 2021	Nov. 2021
Expenditure category						
All Items.....	267.160	268.360	269.263	7.4	0.8	0.3
All items (December 1977=100).....	433.371	435.318	436.781	-	-	-
Food and beverages	278.215	278.681	280.189	5.8	0.7	0.5
Food	280.435	280.901	282.547	5.9	0.8	0.6
Food at home	263.147	263.105	264.292	6.4	0.4	0.5
Cereal and bakery products	301.019	302.109	303.279	4.5	0.8	0.4
Meats, poultry, fish, and eggs.....	292.778	291.974	290.014	12.8	-0.9	-0.7
Dairy and related products	231.894	232.282	236.759	2.1	2.1	1.9
Fruits and vegetables.....	303.516	301.598	305.219	6.1	0.6	1.2
Nonalcoholic beverages and beverage materials.....	180.845	178.935	180.205	3.8	-0.4	0.7
Other food at home	227.000	229.087	230.121	4.6	1.4	0.5
Food away from home.....	309.069	310.275	312.602	5.4	1.1	0.7
Alcoholic beverages	247.308	247.772	247.440	3.1	0.1	-0.1
Housing	262.273	263.137	264.204	5.1	0.7	0.4
Shelter	302.555	303.697	304.944	4.6	0.8	0.4
Rent of primary residence	317.726	319.290	320.899	4.1	1.0	0.5
Owners' equiv. rent of residences(1).....	304.596	306.203	307.423	4.2	0.9	0.4
Owners' equiv. rent of primary residence(1)	304.594	306.201	307.419	4.2	0.9	0.4
Fuels and utilities.....	259.760	259.340	259.761	7.2	0.0	0.2
Household energy	209.677	208.792	208.745	8.6	-0.4	0.0
Energy services.....	209.347	208.328	208.240	8.1	-0.5	0.0
Electricity	203.495	201.238	201.523	6.4	-1.0	0.1
Utility (piped) gas service	230.948	238.236	235.685	19.3	2.1	-1.1
Household furnishings and operations.....	133.946	134.633	135.470	6.9	1.1	0.6
Apparel	131.939	131.720	130.807	6.4	-0.9	-0.7
Transportation	242.844	247.393	248.267	21.7	2.2	0.4
Private transportation	245.570	250.302	251.439	23.1	2.4	0.5
New and used motor vehicles(2).....	123.658	126.095	128.947	21.8	4.3	2.3
New vehicles	168.782	170.555	173.476	12.4	2.8	1.7
New cars and trucks(2)(3).....	114.963	116.172	118.174	12.5	2.8	1.7
New cars(3).....	166.689	168.572	172.405	12.9	3.4	2.3
Used cars and trucks.....	196.602	201.401	208.283	37.0	5.9	3.4
Motor fuel	271.606	279.337	270.690	51.0	-0.3	-3.1
Gasoline (all types).....	270.273	277.881	269.218	51.1	-0.4	-3.1
Unleaded regular(3)	264.406	271.915	263.132	52.4	-0.5	-3.2
Unleaded midgrade(3)(4).....	299.018	307.364	299.601	45.6	0.2	-2.5
Unleaded premium(3).....	290.747	298.386	291.388	41.6	0.2	-2.3
Motor vehicle insurance(5).....	949.398	961.051	958.430	4.0	1.0	-0.3
Medical care	502.016	501.880	503.320	2.8	0.3	0.3
Medical care commodities.....	354.701	354.119	354.585	1.8	0.0	0.1
Medical care services.....	551.885	551.899	553.667	3.0	0.3	0.3
Professional services	385.494	385.936	386.052	2.9	0.1	0.0
Recreation(2).....	127.743	126.223	125.775	2.7	-1.5	-0.4
Education and communication(2).....	139.465	139.463	139.850	2.4	0.3	0.3
Tuition, other school fees, and child care(5) ..	1,396.210	1,398.050	1,399.872	1.9	0.3	0.1
Other goods and services	460.236	463.349	466.509	4.4	1.4	0.7
Commodity and service group						
All Items.....	267.160	268.360	269.263	7.4	0.8	0.3
Commodities	204.842	206.450	207.337	12.6	1.2	0.4

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods South (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Oct. 2021	Nov. 2021	Dec. 2021	Dec. 2020	Oct. 2021	Nov. 2021
Commodities less food and beverages	169.872	171.821	172.447	16.9	1.5	0.4
Nondurables less food and beverages	215.048	217.396	214.968	16.1	0.0	-1.1
Nondurables less food, beverages, and apparel	265.387	269.182	265.874	19.1	0.2	-1.2
Durables	125.623	127.132	129.439	17.7	3.0	1.8
Services	329.548	330.289	331.192	4.2	0.5	0.3
Rent of shelter(1)	311.102	312.305	313.597	4.6	0.8	0.4
Transportation services	363.333	368.356	366.845	3.6	1.0	-0.4
Other services	368.016	366.303	367.034	2.7	-0.3	0.2
Special aggregate indexes						
All items less medical care	254.288	255.548	256.420	7.9	0.8	0.3
All items less food	264.845	266.156	266.944	7.6	0.8	0.3
All items less shelter	254.474	255.701	256.473	8.8	0.8	0.3
Commodities less food	172.324	174.243	174.848	16.4	1.5	0.3
Nondurables	244.875	246.322	245.776	10.3	0.4	-0.2
Nondurables less food	216.542	218.772	216.474	15.2	0.0	-1.1
Nondurables less food and apparel	262.423	265.900	262.876	17.5	0.2	-1.1
Services less rent of shelter(1)	363.124	363.312	363.761	3.8	0.2	0.1
Services less medical care services	309.588	310.379	311.207	4.4	0.5	0.3
Energy	233.774	236.921	232.871	28.1	-0.4	-1.7
All items less energy	272.056	273.069	274.471	6.0	0.9	0.5
All items less food and energy	271.048	272.156	273.519	6.0	0.9	0.5
Commodities less food and energy commodities	160.701	161.937	163.612	11.4	1.8	1.0
Energy commodities	276.172	284.012	275.425	50.6	-0.3	-3.0
Services less energy services	342.299	343.221	344.228	4.0	0.6	0.3

Footnotes

- (1) Indexes on a December 1982=100 base.
- (2) Indexes on a December 1997=100 base.
- (3) Special index based on a substantially smaller sample.
- (4) Indexes on a December 1993=100 base.
- (5) Indexes on a December 1977=100 base.
- Data not available.

Regions defined as the four Census regions. South includes Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.