

GMSD Board Business Meeting
April 19, 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. Student Board Representative's Report
 - 6.D. Financial Report
 - 6.E. Superintendent's Report
7. Citizens to be heard
8. CONSENT AGENDA
 - 8.A. Approval of the Minutes
 - 8.B. Review / Revision of Policies - Second Reading
 - 8.C. Review / Revision of Policies - First Reading
 - 8.D. Miscellaneous FY 21-22 Budget Amendments # 24 & 25
 - 8.E. GBOE Advocacy Plan 2022
9. BOARD ACTION ITEMS
 - 9.A. Approval of Grant of Tenure to the Recommended Teachers
 - 9.B. Nominations for 2022 TSBA Volunteer and Student Awards
 - 9.C. Maintenance RFP Results/Recommendation
 - 9.D. GMSD FY 22-23 General Purpose Fund Budget First Reading
10. Announcements
11. Adjournment

Germantown Board of Education
TLN Report (April 19, 2022)

All Tennessee House and Senate Education Committees have now closed, subject to the call of their respective chair.

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

- Legislation related to the operation of Germantown Elementary, Middle, and High Schools passed both the House and Senate, but differences in the bills must now be reconciled.
- The new proposed public school funding formula, known as the Tennessee Investment in Student Achievement (or “TISA”) formula, passed the House Government Operations Committee last week and was scheduled for consideration today in Finance, Ways, and Means committees in both the House and Senate.
- SB 1861, which requires the Commissioner of Education to withhold funds from a school district if the district fails or refuses to determine a student’s gender, for purposes of participation in school sports, by the student’s sex at the time of birth, passed the Senate.
- HB 2106 / SB 2501, which requires teaching on Black history and culture for grades 5 through 8, passed both the House and Senate.
- A bill requiring teaching on the virtues of capitalism and the constitutional republic form of government in the United States and Tennessee, as compared to other political and economic systems such as communism and socialism, also passed the Senate.

GERMANTOWN BOARD OF EDUCATION

CHAIRMAN'S REPORT

APRIL 19, 2022

Did you know that GMSD's mission changed from Excellence Always to Inspiring Personal Excellence? This change was made by the previous school board during our strategic planning meetings and continues to be further incorporated in the policy and planning processes of this current school board and our district. What is excellence? Merriam- Webster defines it as the quality of being excellent. Some synonyms include choiceness, distinction, greatness, perfection, superbness. Everyone's individual goals and pursuit of their personal excellence is unique to them. How one measures their personal excellence can only be based on where they began and what they aim to accomplish by their own growth and development.

The best thing about public education to me is that it is literally for the public. The students in our community schools are met where they are from Pre-K to twelfth grade and on, for some of our instructional skills students. As a district, we must provide all necessities for every student. These can be special education accommodations for students based on their supplemental or enrichment needs. However, it is the everyday differentiated teaching designed for all, that has such a tremendous impact on the largest number of students. With every concept mastered and standard understood, our students strive to achieve their personal academic excellence. Our district's focus on the whole child with an emphasis on building confident learners and engaged community members also inspires personal excellence both in and out of the classroom. I commend our teachers, counselors, and paraprofessionals as they work to inspire personal excellence in every student, every day.

As we enter TCAP testing this week, I am mindful of all the stresses that this time of year brings for our students, staff and families. We continually try to encourage our test takers and subdue the worries and test anxiety that is often present. We say, "it's ok, just take your time and show what you know". Our teachers have worked diligently to prepare their students with the goal of demonstrating proficiency. I want to thank our district staff and parent volunteers who are working as proctors for these tests.

Finally, as we approach the close of this school year, there will be plenty of awards, recognitions, and milestones celebrated. I want to encourage all our stakeholders to continue inspiring personal excellence in each other. What is your excellence? What is my excellence? What is our excellence?

BOARD MEMBER ACTIVITIES

APRIL 2022

BOARD MEMBER CURRY'S ACTIVITIES

Attended TSBA Legal Lunch discussing TISA

Attended HHS Mustang Theatre's production of Fiddler on the Roof

Attended two MYA track meets at CBHS and Bartlett

Attended the Houston Invitational Houston Middle Track Meet at Houston High

Attended FHES' Fine Arts Night and General PTO Meeting

Attended HHS International Clubs' Annual International

VICE CHAIR EOFF'S ACTIVITIES

Enjoyed the four performances of Mustang Theatre's Fiddler on the Roof

Watched the Houston Band in the Disney Parade

Attended HHS International Clubs' Annual International

CHAIRMAN GRIFFITH'S ACTIVITIES

Attended Dogwood Elementary's Dolphinfest

Attended TSBA Legal Lunch on Board Policy and Meeting Operations

Attended HHS Mustang Theatre's production of Fiddler on the Roof

Attended Farmington Elementary's Fine Arts Night

Attended HHS International Clubs' Annual International Extravaganza

BOARD MEMBER LANDERS' ACTIVITIES

Enjoyed the HHS Theatre Department's production of Fiddler On The Roof

Met with Alderman Hicks, April 5th

Attended the GMSD Budget Review/Work Session, April 12th

BOARD MEMBER STRAIN'S ACTIVITIES

Attended the Houston High Master Plan Committee Meeting

Student Board Representative Report

In our April meeting, the Student Advisory Council met to discuss a variety of topics, one of which being the development of our goal to expand student outreach to ensure feedback and concerns from all GMSD schools are easily accessible, addressed and appropriately conveyed. In pursuit of this goal by applying this to our middle schools, we have continued working with administration in our initiative to create a program in which the council holds monthly meetings either online or in person with each middle school in the district where driven students are given the opportunity to take initiative and address what they feel is important. Additionally, recognizing that this would be the last meeting of the year, the council took the time to review the 2025 GMSD Strategic plan in order to better establish where and how next year's advisory council most effectively contributed to promoting the wellbeing of the student body. In doing so, we found that, moving forward, the council can offer the most support in working towards Goal 2: Whole Child. Specifically in objective 2.2 to develop opportunities for student engagement beyond the traditional classroom, we created a general outline to conduct student outreach including distributing surveys identifying what opportunities students express interest in and would therefore prove most beneficial so the district may work to provide opportunities that will nurture and further stimulate student interests. The council also discussed forming a partnership with Houston High's Student Wellness Advisory Team in the upcoming year in order to work towards objective 2.3 to enhance wellness, balance, and learning for students through a focus on social emotional learning and strategies to improve student outcomes. Through this partnership we hope to cultivate an amicable environment filled with dynamic conversations in which students can voice and discuss their concerns and feedback that the council can relay back to the

district and effectively create a bridge between the students and board of education on a fundamental level.

Germantown Municipal School District
BALANCE SHEET
As of Month Ending March 31,2022

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
ASSETS								
Cash and Cash Equivalents	4,077,417.13	(2,838,481.10)	665,504.32	799,233.24	1,323,800.07	91,947.63	-	4,119,421.29
Investments - LGIP	15,568,344.64	-	-	-	1,057,682.03	4,473,139.72	-	21,099,166.39
Investments - Money Market	10,002,767.50	-	-	-	-	-	-	10,002,767.50
Accrued Interest	-	-	-	-	-	671.37	-	671.37
Accounts Receivable	17,759.79	-	293,929.69	-	-	-	-	311,689.48
Due from Other Govts	-	2,840,479.89	-	-	-	-	-	2,840,479.89
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	38,632.66	-	-	-	-	-	-	38,632.66
Restricted Investments - SRT	371,525.00	-	-	-	-	-	-	371,525.00
Prepaid Expenses	6,650.00	-	-	-	-	-	-	6,650.00
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,970,270.25	1,970,270.25
Buildings	-	-	-	-	-	-	109,908,360.61	109,908,360.61
Improvements	-	-	-	-	-	-	2,528,909.80	2,528,909.80
Equipment	-	-	-	-	-	-	18,471,203.07	18,471,203.07
Construction-in-Progress	-	-	-	-	-	-	13,909,079.09	13,909,079.09
Accumulated Depreciation	-	-	-	-	-	-	(23,395,161.26)	(23,395,161.26)
ASSETS TOTAL	30,083,096.72	1,998.79	959,434.01	799,233.24	2,381,482.10	4,565,758.72	129,770,555.56	168,561,559.14
LIABILITIES								
Accounts Payable	27,225.27	1,998.79	210,413.64	-	-	-	-	239,637.70
Accrued Expenses	70,593.14	-	-	-	850,555.00	-	-	921,148.14
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	500.00	-	89,209.04	-	-	-	-	89,709.04
LIABILITIES TOTAL	98,318.41	1,998.79	299,622.68	-	850,555.00	-	-	1,250,494.88
FUND BALANCE								
Change in Fund Balance	8,500,238.73	-	658,533.91	(960,932.37)	(700,044.75)	286,353.77	11,547,730.81	19,331,880.10
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	29,984,778.31	-	659,811.33	799,233.24	1,530,927.10	4,565,758.72	129,770,555.56	167,311,064.26
LIABILITIES AND FUND BAL TOTAL	30,083,096.72	1,998.79	959,434.01	799,233.24	2,381,482.10	4,565,758.72	129,770,555.56	168,561,559.14
VARIANCE	-	0.00	-	-	-	-	-	-

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

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
REVENUES:					
BEP Revenue	30,450,087.00	3,049,500.00	24,396,000.00	(6,054,087.00)	80.12%
Shelby County:					
Property Taxes	16,832,894.00	6,185,432.27	15,429,966.90	(1,402,927.10)	91.67%
Sales Tax	7,720,404.00	988,234.20	5,654,254.73	(2,066,149.27)	73.24%
Wheel Tax	1,477,882.00	91,657.88	695,311.75	(782,570.25)	47.05%
City of Germantown:					
Maintenance of Effort	2,549,581.00	256,838.67	2,311,547.73	(238,033.27)	90.66%
PEG Funding	148,000.00	-	34,086.34	(113,913.66)	23.03%
Mixed Drink Tax	132,000.00	20,707.51	114,381.29	(17,618.71)	86.65%
Other Local Revenue	595,420.00	5,052.51	415,036.99	(180,383.01)	69.70%
Tuition	101,885.00	11,275.00	71,591.00	(30,294.00)	70.27%
Other State Revenue	391,015.00	8,376.57	269,223.56	(121,791.44)	68.85%
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	10,617,074.61	49,391,400.29	(18,876,956.43)	72.35%

EXPENDITURES:					
	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Regular Instruction					
Salaries & Wages	20,997,216.00	1,669,735.32	13,571,433.35	(7,425,782.65)	64.63%
Benefits	5,678,916.00	474,477.03	3,766,012.53	(1,912,903.47)	66.32%
Maint & Rep - Equipment	12,000.00	-	4,956.82	(7,043.18)	41.31%
Travel	1,500.00	109.75	520.00	(980.00)	34.67%
Other Contract Svcs	702,430.00	66,081.38	439,643.14	(262,786.86)	62.59%
Inst. Supplies	1,040,072.05	785.85	445,453.97	(594,618.08)	42.83%
Textbooks	500,000.00	-	18,050.76	(481,949.24)	3.61%
Software	350,000.00	1,200.00	313,086.86	(36,913.14)	89.45%
Other Supplies	169,200.00	(4,473.30)	155,520.75	(13,679.25)	91.92%
Other Charges	28,384.00	373.25	26,144.57	(2,239.43)	92.11%
Equipment	455,953.62	1,435.96	108,364.32	(347,589.30)	23.77%
Total Regular Instruction	29,935,671.67	2,209,725.24	18,849,187.07	(11,086,484.60)	62.97%
Alternative Education					
Salaries & Wages	243,214.00	19,244.79	153,218.77	(89,995.23)	63.00%
Benefits	66,810.00	5,335.91	39,294.68	(27,515.32)	58.82%
Inst. Supplies	2,000.00	-	-	(2,000.00)	0.00%
Equipment	2,000.00	-	-	(2,000.00)	0.00%
Total Alternative Education	314,024.00	24,580.70	192,513.45	(121,510.55)	61.31%

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

Special Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	3,722,638.00	297,880.77	2,343,748.11	(1,378,889.89)	62.96%
Benefits	1,045,558.00	83,614.74	642,034.88	(403,523.12)	61.41%
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	81.27		81.27	0.00	100.00%
Inst. Supplies	38,618.73	575.98	32,774.82	(5,843.91)	84.87%
Equipment	5,900.00	-	5,865.83	(34.17)	99.42%
Total Special Education	4,843,546.00	382,071.49	3,054,886.15	(1,788,659.85)	63.07%
Career & Technical Education					
Salaries & Wages	944,863.00	70,473.52	601,198.85	(343,664.15)	63.63%
Benefits	300,402.00	21,681.19	176,337.64	(124,064.36)	58.70%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	22,000.00	-	19,150.00	(2,850.00)	87.05%
Equipment	25,844.24	-	1,794.97	(24,049.27)	6.95%
Total Career & Technical Education	1,294,109.24	92,154.71	798,481.46	(495,627.78)	61.70%
Attendance & Planning					
Salaries & Wages	552,684.00	45,082.50	397,646.56	(155,037.44)	71.95%
Benefits	142,109.00	11,426.80	95,826.08	(46,282.92)	67.43%
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	4,997.76	12,450.31	(4,299.69)	74.33%
Other Charges	5,000.00	274.50	3,487.43	(1,512.57)	69.75%
Total Attendance & Planning	730,293.00	61,781.56	509,410.38	(220,882.62)	69.75%
Health Services					
Salaries & Wages	409,050.00	(16,724.51)	285,466.73	(123,583.27)	69.79%
Benefits	137,642.00	1,612.19	90,801.44	(46,840.56)	65.97%
Other Contract Svcs.	1,000.00	-	1,000.00	0.00	100.00%
Other Supplies	25,874.00	2,130.72	9,700.53	(16,173.47)	37.49%
Inservice/Staff Dev.	4,000.00	465.76	3,888.35	(111.65)	97.21%
Other Charges	3,000.00	-	2,996.36	(3.64)	99.88%
Equipment	3,000.00	-	2,755.41	(244.59)	91.85%
Total Health Services	583,566.00	(12,515.84)	396,608.82	(186,957.18)	67.96%

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

Other Student Support/Guidance	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	958,315.00	42,759.78	641,819.81	(316,495.19)	66.97%
Benefits	276,198.00	12,454.42	172,182.38	(104,015.62)	62.34%
Other Contract Svcs.	30,000.00	-	14,108.64	(15,891.36)	47.03%
Other Supplies	10,900.00	-	-	(10,900.00)	0.00%
Inservice/Staff Dev.	30,000.00	3,776.03	13,489.89	(16,510.11)	44.97%
Other Charges	1,500.00	-	1,499.99	(0.01)	100.00%
Other Equipment	44,771.00	-	38,039.22	(6,731.78)	84.96%
Total Other Student Support	1,351,684.00	58,990.23	881,139.93	(470,544.07)	65.19%
Reg. Instruction Support					
Salaries & Wages	1,810,883.00	106,436.47	1,204,146.84	(606,736.16)	66.50%
Benefits	449,675.00	28,917.83	303,541.31	(146,133.69)	67.50%
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	477.92	4,659.31	(14,840.69)	23.89%
Inservice/Staff Dev.	53,000.00	4,330.60	38,538.21	(14,461.79)	72.71%
Other Charges	5,000.00	266.95	2,615.77	(2,384.23)	52.32%
Other Equipment	11,000.00	415.06	5,828.07	(5,171.93)	52.98%
Total Reg. Instruction Support	2,436,458.00	140,844.83	1,612,729.51	(823,728.49)	66.19%
SPED Support					
Salaries & Wages	1,315,276.00	85,826.22	931,477.71	(383,798.29)	70.82%
Benefits	351,878.00	22,156.27	237,285.53	(114,592.47)	67.43%
Travel	2,500.00	166.43	1,524.24	(975.76)	60.97%
Other Contract Svcs	10,000.00	98.94	2,087.68	(7,912.32)	20.88%
Other Supplies	12,000.00	63.99	8,839.52	(3,160.48)	73.66%
Inservice/Staff Dev.	19,000.00	2,666.80	18,766.29	(233.71)	98.77%
Other Charges	1,500.00	26.28	789.51	(710.49)	52.63%
Total SPED Support	1,712,154.00	111,004.93	1,200,770.48	(511,383.52)	70.13%
Career and Technical Support					
Director/ Supervisor	19,051.00	1,556.46	14,381.70	(4,669.30)	75.49%
Benefits	6,119.00	418.42	3,589.06	(2,529.94)	58.65%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	522.96	1,311.96	(2,688.04)	32.80%
Total Vocational Support	31,123.00	2,497.84	19,282.72	(11,840.28)	61.96%

Germantown Municipal School District
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Technology	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	716,429.00	45,133.33	538,448.30	(177,980.70)	75.16%
Benefits	225,762.00	14,031.87	131,987.96	(93,774.04)	58.46%
Communications	81,600.00	8,566.58	70,142.08	(11,457.92)	85.96%
Consultants	8,274.01	-	(5,248.08)	(13,522.09)	-63.43%
Maintenance & Repairs	114,001.00	1,933.08	77,272.04	(36,728.96)	67.78%
Internet Connectivity	241,910.75	13,401.20	104,963.48	(136,947.27)	43.39%
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	675.00	3,548.99	(7,269.64)	32.80%
Software	487,458.90	38,339.20	426,014.95	(61,443.95)	87.40%
Other Supplies	23,402.79	2,642.74	11,693.65	(11,709.14)	49.97%
Inservice/Staff Dev.	8,000.00	-	4,360.46	(3,639.54)	54.51%
Other Charges	10,000.00	-	-	(10,000.00)	0.00%
Adm Equipment	64,456.34	8,843.14	44,376.03	(20,080.31)	68.85%
Other Equipment	13,518.00	5,252.48	10,509.99	(3,008.01)	77.75%
Total Technology	2,007,131.42	138,818.62	1,418,637.15	(588,494.27)	70.68%
Board of Education					
Salaries & Wages	21,500.00	-	21,500.00	0.00	100.00%
Benefits	67,645.00	294.54	60,342.58	(7,302.42)	89.20%
OPEB	687,550.00	-	623,519.00	(64,031.00)	90.69%
Audit Services	62,450.00	-	62,450.00	0.00	100.00%
Dues & Memberships	17,000.00	-	16,629.00	(371.00)	97.82%
Legal Services	175,000.00	14,882.00	128,024.00	(46,976.00)	73.16%
Other Supplies	1,000.00	100.39	100.39	(899.61)	10.04%
Judgments	355,453.00	-	355,453.00	0.00	100.00%
Liability Insurance	100,748.00	-	81,367.47	(19,380.53)	80.76%
Surety Bond Premium	300.00	-	300.00	0.00	100.00%
Trustee Commissions	443,447.00	133,328.13	363,910.49	(79,536.51)	82.06%
Workers' Compensation	80,000.00	1,095.60	57,516.04	(22,483.96)	71.90%
Inservice/Staff Dev.	18,000.00	1,731.29	15,131.24	(2,868.76)	84.06%
Total Board of Education	2,030,093.00	151,431.95	1,786,243.21	(243,849.79)	87.99%
Superintendent					
Salaries & Wages	410,726.00	32,722.48	302,619.76	(108,106.24)	73.68%
Benefits	113,889.00	9,545.48	80,447.10	(33,441.90)	70.64%
Dues & Memberships	9,500.00	-	3,044.00	(6,456.00)	32.04%
Postal Charges	10,000.00	2,126.00	6,144.03	(3,855.97)	61.44%
Travel	5,000.00	-	59.70	(4,940.30)	1.19%
Other Contracted Svcs.	29,600.00	466.76	16,440.36	(13,159.64)	55.54%
Office Supplies	20,000.00	1,559.30	5,644.28	(14,355.72)	28.22%
Other Supplies	28,250.00	2,038.35	13,373.62	(14,876.38)	47.34%
Inservice/Staff Dev.	21,200.00	323.12	11,168.79	(10,031.21)	52.68%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
Total Superintendent	649,165.00	48,781.49	438,941.64	(210,223.36)	67.62%

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

Office of the Principal	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	2,979,781.00	232,672.22	1,962,810.95	(1,016,970.05)	65.87%
Benefits	840,272.00	63,321.90	510,100.43	(330,171.57)	60.71%
Other Contract Svcs.	30,000.00	-	27,500.00	(2,500.00)	91.67%
Other Supplies	147,000.00	-	147,000.00	0.00	100.00%
Inservice/Staff Dev.	11,775.00	1,742.77	7,693.76	(4,081.24)	65.34%
Other Charges	14,725.00	-	14,725.00	0.00	100.00%
Total Office of the Principal	4,023,553.00	297,736.89	2,669,830.14	(1,353,722.86)	66.36%
Fiscal Services					
Salaries & Wages	421,117.00	29,626.95	296,340.08	(124,776.92)	70.37%
Benefits	110,877.00	7,510.44	68,233.60	(42,643.40)	61.54%
Dues & Memberships	700.00	-	350.00	(350.00)	50.00%
Travel	600.00	-	230.76	(369.24)	38.46%
Office Supplies	5,000.00	107.52	4,036.51	(963.49)	80.73%
Software	82,000.00	-	58,529.97	(23,470.03)	71.38%
Inservice/Staff Dev.	6,000.00	223.35	2,367.03	(3,632.97)	39.45%
Other Charges	17,250.00	635.44	9,024.75	(8,225.25)	52.32%
Other Equipment	1,500.00	204.59	532.58	(967.42)	35.51%
Total Fiscal Services	645,044.00	38,308.29	439,645.28	(205,398.72)	68.16%
Human Resources					
Salaries & Wages	355,421.00	28,945.12	266,761.21	(88,659.79)	75.05%
Benefits	96,023.00	7,209.68	68,532.75	(27,490.25)	71.37%
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	-	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	3,021.23	20,279.73	(20,535.27)	49.69%
Other Charges	2,000.00	-	1,745.92	(254.08)	87.30%
Total Human Resources	519,979.00	39,176.03	376,779.58	(143,199.42)	72.46%
Operation of Plant					
Salaries & Wages	371,694.00	(11,382.19)	267,907.59	(103,786.41)	72.08%
Benefits	126,268.00	(1,612.83)	76,297.56	(49,970.44)	60.43%
Janitorial Services	850,000.00	72,170.27	603,472.36	(246,527.64)	71.00%
Other Contract Svcs.	150,000.00	10,709.68	96,534.11	(53,465.89)	64.36%
Utilities	1,180,000.00	87,172.07	762,624.99	(417,375.01)	64.63%
Property Insurance	273,232.00	-	273,232.00	0.00	100.00%
Other Charges	50,922.25	-	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	157,057.00	2,109,423.95	(897,692.30)	70.15%

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

Maintenance of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	472,727.00	38,525.42	355,974.88	(116,752.12)	75.30%
Benefits	141,040.00	10,031.92	87,748.79	(53,291.21)	62.22%
Maintenance & Repairs	847,910.00	116,724.31	619,346.23	(228,563.77)	73.04%
Travel	20,000.00	574.36	5,596.51	(14,403.49)	27.98%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	-	446.38	(553.62)	44.64%
Inservice/Staff Dev.	8,500.00	350.00	5,619.71	(2,880.29)	66.11%
Total Maintenance of Plant	1,501,177.00	166,206.01	1,074,732.50	(426,444.50)	71.59%
Transportation					
Contracts w/Other Schools	89,351.00	5,512.00	49,608.00	(39,743.00)	55.52%
Contracts w/Private Agencies	1,750,000.00	122,698.20	793,627.16	(956,372.84)	45.35%
Diesel	200,000.00	17,590.48	120,488.26	(79,511.74)	60.24%
Total Transportation	2,039,351.00	145,800.68	963,723.42	(1,075,627.58)	47.26%
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	-	4,999.99	(0.01)	100.00%
Other Charges	21,944.00	8,890.00	21,174.95	(769.05)	96.50%
Other Equipment	8,000.00	3,747.12	4,130.32	(3,869.68)	51.63%
Total Safety	38,694.00	12,637.12	30,483.38	(8,210.62)	78.78%
Capital Outlay					
Architects	327,575.00	11,265.28	102,132.05	(225,442.95)	31.18%
Transfer to Other Funds	526,437.00	-	382,103.33	(144,333.67)	72.58%
Building Construction	5,755,111.00	85,107.35	504,743.88	(5,250,367.12)	8.77%
Building Improvements	1,602,703.14	57,603.00	882,447.04	(720,256.10)	55.06%
Other Capital Outlay	262,598.00	25,725.00	196,285.04	(66,312.96)	74.75%
Total Capital Outlay	8,474,424.14	179,700.63	2,067,711.34	(6,406,712.80)	24.40%
Transfers to Cafeteria Fund	100,000.00	-	-	(100,000.00)	0.00%
EXPENDITURES TOTAL	68,268,356.72	4,446,790.40	40,891,161.56	(27,377,195.16)	59.90%
TOTAL FUND BALANCE	0.00	6,170,284.21	8,500,238.73		

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

	BUDGET	Month	FYTD	EXPENDED
REVENUES:				
Consolidated Admin	119,622.00	8,857.01	83,367.76	69.69%
Title I	1,930,202.00	128,984.03	632,336.15	32.76%
Title II	113,547.00	5,323.35	50,728.64	44.68%
Title III	16,283.00	-	11,795.34	72.44%
Title IV	140,675.00	6,889.53	82,979.61	58.99%
IDEA, Part B	1,750,201.00	103,416.10	713,100.44	40.74%
IDEA, Preschool	32,621.00	4,649.30	10,412.96	31.92%
IDEA, SPDG	10,000.00	-	-	0.00%
Carl Perkins - Basic	50,683.00	253.70	24,282.01	47.91%
ESSER 1.0	204,447.00	-	180,209.21	88.14%
ESSER 2.0	4,643,120.00	15,488.90	4,181,305.41	90.05%
ESSER 3.0	11,307,498.00	2,443,587.94	6,374,128.66	56.37%
ESSER Planning Grant	175,000.00	-	56,240.00	32.14%
Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA	331,732.00	25,616.95	128,594.20	38.76%
ARP IDEA Preschool	22,116.00	1,050.71	3,452.54	15.61%
ELC Grant	1,032,725.00	525.82	525.82	0.05%
TN All Corps Grant	280,000.00	51,240.51	101,809.08	36.36%
TOTAL REVENUES	22,175,472.00	2,795,883.85	12,635,267.83	56.98%

EXPENDITURES:				
Title - Cons Admin				
Salaries & Wages	78,876.00	6,443.80	59,540.72	75.49%
Benefits	21,722.00	1,793.14	15,461.19	71.18%
Indirect Costs	5,564.00	-	-	0.00%
Inservice/Staff Dev.	9,413.00	620.07	4,712.84	50.07%
Other Equipment	4,047.00	-	3,653.01	90.26%
Total Title - Cons Admin	119,622.00	8,857.01	83,367.76	69.69%
Title I				
Salaries & Wages	501,687.00	35,154.28	264,863.74	52.79%
Benefits	113,414.00	5,878.13	51,309.46	45.24%
Contracts for Sub Teachers	61,123.00	3,366.90	13,235.40	21.65%
Other Contract Svcs	26,392.00	13,070.00	13,070.00	49.52%
Inst. Supplies	354,146.00	29,976.54	163,588.39	46.19%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	27,522.00	-	-	0.00%
Inservice/Staff Dev.	271,543.00	41,357.36	106,473.91	39.21%
Other Charges	6,558.00	-	798.40	12.17%
Regular Instruction Equipment	563,597.00	180.82	17,583.77	3.12%
Other Equipment	3,620.00	-	1,413.08	39.04%
Total Title I	1,930,202.00	128,984.03	632,336.15	32.76%

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

Title II				
Salaries & Wages	65,108.00	2,990.84	30,695.04	47.14%
Benefits	15,867.00	853.96	7,120.96	44.88%
Contracts for Sub Teachers	3,495.00	-	116.10	3.32%
Indirect Costs	2,120.00	-	-	0.00%
Inservice/Staff Dev.	26,957.00	1,478.55	12,796.54	47.47%
Total Title II	113,547.00	5,323.35	50,728.64	44.68%
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	1,277.10	3,889.35	55.83%
Instructional Supplies & Materials	26,275.00	3,301.41	17,929.52	68.24%
Other Supplies	17,871.00	-	12,342.55	69.06%
Inservice/Staff Dev.	69,841.00	2,311.02	30,658.23	43.90%
Regular Instruction Equipment	17,000.00	-	15,748.01	92.64%
Other Equipment	2,722.00	-	2,411.95	88.61%
Total Title IV	140,675.00	6,889.53	82,979.61	58.99%
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	253.70	4,124.01	64.95%
Vocational Equipment	6,288.00	-	-	0.00%
Total Carl Perkins - Basic	50,683.00	253.70	24,282.01	47.91%

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

IDEA B				
Salaries & Wages	813,093.00	63,200.76	473,330.63	58.21%
Benefits	306,829.00	16,673.11	132,160.47	43.07%
Contracts W/Private Agencies	178,679.00	8,413.00	76,934.10	43.06%
Maintenance & Repairs-Vehicles	3,000.00	-	914.00	30.47%
Travel	600.00	51.83	301.04	50.17%
Noncertified Subs	35,000.00	-	-	0.00%
Other Contract Svcs.	40,000.00	-	4,633.52	11.58%
Fuel	2,000.00	-	982.16	49.11%
Instr. Supplies	80,000.00	13,381.20	14,756.20	18.45%
Other Supplies	90,000.00	1,597.20	2,377.09	2.64%
Indirect costs	30,000.00	-	-	0.00%
Vehicle Insurance	1,000.00	-	222.28	22.23%
Inservice/Staff Dev.	85,000.00	99.00	1,008.40	1.19%
Other Charges	25,000.00	-	-	0.00%
Special Education Equipment	60,000.00	-	5,480.55	9.13%
Total IDEA B	1,750,201.00	103,416.10	713,100.44	40.74%
IDEA Preschool				
Contracts W/Private Agencies	514.00	-	1,860.00	361.87%
Contracts W/Private Agencies	9,000.00	4,256.00	4,256.00	47.29%
Instr. Supplies	3,000.00	-	-	0.00%
Other Supplies	4,297.00	393.30	3,183.06	74.08%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	13,022.00	-	-	0.00%
Equipment	2,000.00	-	1,113.90	55.70%
Total IDEA Preschool	32,621.00	4,649.30	10,412.96	31.92%
IDEA SPDG				
Salaries & Wages	7,134.00	-	-	0.00%
Benefits	1,560.00	-	-	0.00%
Contracts for Sub Teachers	1,045.00	-	-	0.00%
Noncertified Subs	261.00	-	-	0.00%
Total IDEA SPDG	10,000.00	-	-	0.00%
ESSER 1.0				
Contracts W/Private Agencies	19,000.00	-	18,675.00	98.29%
Contracts for Sub Teachers	9,459.00	-	9,459.00	100.00%
Other Contracted Svcs	21,303.00	-	21,303.00	100.00%
Custodial Supplies	19,673.00	-	19,672.87	0.00%
Instructional Supplies & Materials	25,348.00	-	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	-	180,209.21	88.14%

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

ESSER 2.0				
Salaries & Wages	233,890.00	12,477.76	121,285.07	51.86%
Benefits	90,144.00	3,011.14	27,223.34	30.20%
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	4,181,305.41	90.05%
ESSER 3.0				
Salaries & Wages	3,681,993.00	270,929.05	1,214,268.57	32.98%
Benefits	725,933.00	61,556.37	227,749.12	31.37%
Communication	17,000.00	-	17,000.00	100.00%
Contracts W/Private Agencies	110,000.00	-	110,000.00	100.00%
Custodial Services	200,000.00	-	-	0.00%
Contracts for Sub Teachers	400,000.00	33,005.29	243,632.29	60.91%
Instructional Supplies & Materials	109,243.00	-	-	0.00%
Software	73,685.00	-	-	0.00%
Building Construction	4,170,295.00	2,069,638.23	2,772,742.30	66.49%
Reg Instruction Equipment	1,819,349.00	8,459.00	1,788,736.38	98.32%
Total ESSER 3.0	11,307,498.00	2,443,587.94	6,374,128.66	56.37%
ESSER Planning Grant				
Other Contracted Svcs	175,000.00	-	56,240.00	32.14%
Total ESSER Planning Grant	175,000.00	-	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	-	2,912.14	24.27%
Other Contracted Svcs	25,000.00	2,289.80	19,464.73	77.86%
Other Supplies	34,732.00	1,543.16	34,303.16	98.77%
Inservice/Staff Dev.	15,000.00	5,904.99	13,625.97	90.84%
Special Education Equipment	165,000.00	15,879.00	58,288.20	35.33%
Total ARP IDEA	331,732.00	25,616.95	128,594.20	38.76%

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

ARP IDEA Preschool				
Noncertified Sub	15,000.00	1,050.71	1,682.64	11.22%
Other Contracted Svcs	335.00	-	-	0.00%
Instructional Supplies & Materials	1,800.00	-	1,769.90	98.33%
Special Education Equipment	4,981.00	-	-	0.00%
Total ARP IDEA Preschool	22,116.00	1,050.71	3,452.54	15.61%
Epidemiology & Lab Capacity (ELC) Grant				
Salaries & Wages	426,828.00	-	-	0.00%
Benefits	122,129.00	-	-	0.00%
Medical & Drug Supplies	104,000.00	525.82	525.82	0.51%
Other Charges	25,000.00	-	-	0.00%
Bldg Improvements	275,000.00	-	-	0.00%
Health Equipment	79,768.00	-	-	0.00%
Total Epidemiology & Lab Capacity (ELC) Grant	1,032,725.00	525.82	525.82	0.05%
TN All Corps				
Salaries & Wages	247,600.00	47,175.00	93,787.50	37.88%
Benefits	28,400.00	3,608.92	7,179.42	25.28%
Other Supplies & Materials	4,000.00	456.59	842.16	21.05%
Total TN All Corps	280,000.00	51,240.51	101,809.08	36.36%
Total Expenditures	22,175,472.00	2,795,883.85	12,635,267.83	56.98%
TOTAL FUND BALANCE	0.00	-	-	

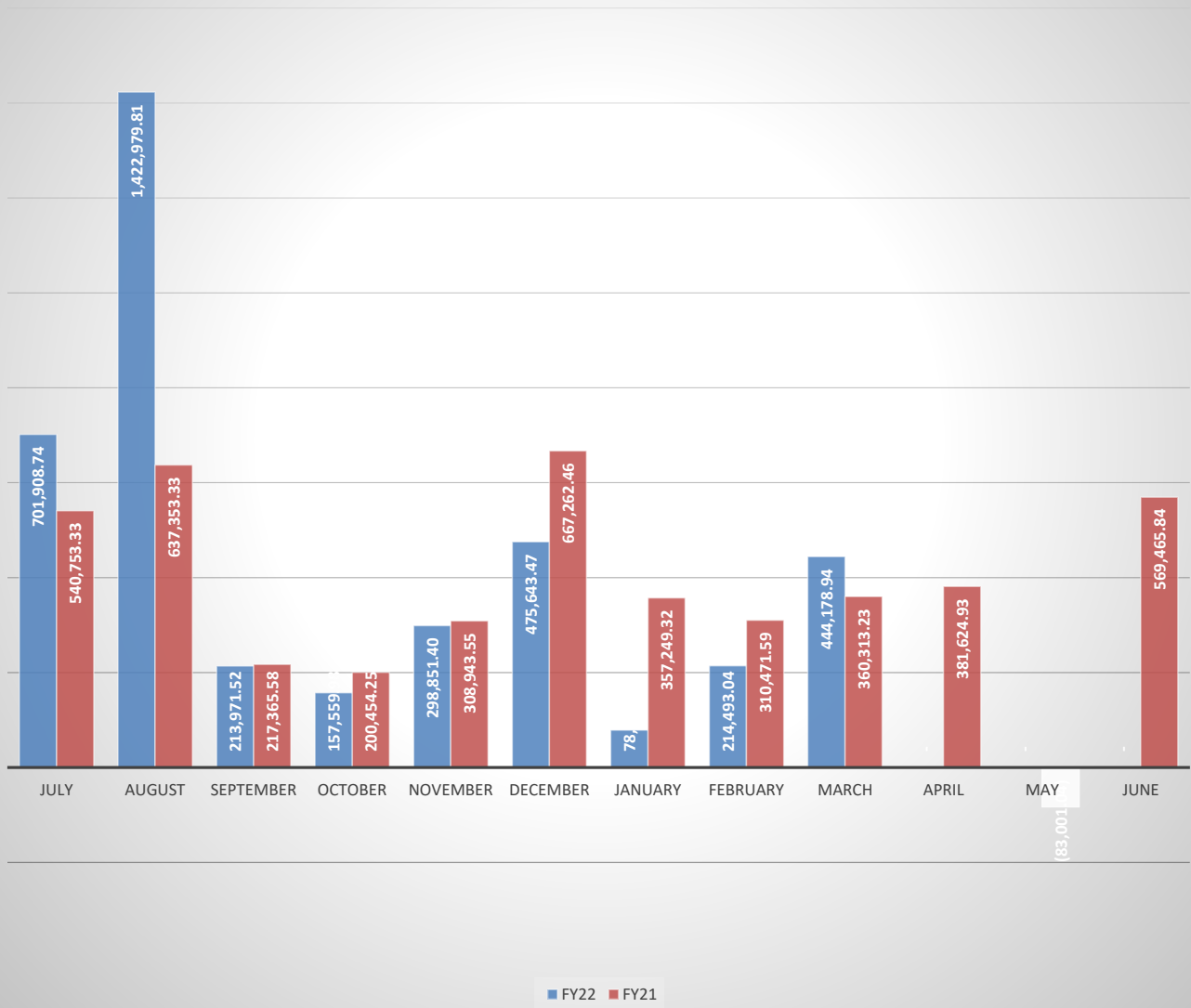
Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
As of Month Ending March 31, 2022

	Month	FYTD	BUDGET	EXPENDED
REVENUES:				
Employee Contributions	186,929.11	1,401,789.77	1,938,402.00	72.32%
Employer Contributions	343,996.52	2,589,209.84	3,606,846.00	71.79%
Other Income	-	91,975.50	200,000.00	45.99%
Interest Income	142.37	396.40	-	0.00%
Reserves	-	-	428,100.00	0.00%
TOTAL REVENUES:	531,068.00	4,083,371.51	6,173,348.00	66.15%
EXPENDITURES:				
Medical Claims	444,178.94	4,008,268.69	5,183,348.00	77.33%
Stop-Loss Premiums	71,337.87	590,036.13	750,000.00	78.67%
Administrative Expenses	21,142.87	185,111.44	240,000.00	77.13%
TOTAL EXPENDITURES:	536,659.68	4,783,416.26	6,173,348.00	77.48%
FUND BALANCE	(5,591.68)	(700,044.75)	-	

	FY 22 Cash Basis Claims	FY 21 Cash Basis Claims		
July	701,908.74	540,753.33		
August	1,422,979.81	637,353.33		
September	213,971.52	217,365.58		
October	157,559.98	200,454.25		
November	298,851.40	308,943.55		
December	475,643.47	667,262.46		
January	78,681.79	357,249.32		
February	214,493.04	310,471.59		
March	444,178.94	360,313.23		
April	-	381,624.93		
May	-	(83,001.04)		
June	-	569,465.84		
Y-T-D	4,008,268.69	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 March 31, 2022

Analysis of Cash Basis Claims for FY 2021-22



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

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
REVENUES:				
County Commission	2,200,000.00	797,555.25	804,783.25	36.58%
Bonds Issued	5,000,000.00	9,156.83	1,726,760.85	34.54%
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>806,712.08</u>	<u>2,531,544.10</u>	<u>24.20%</u>
EXPENDITURES:				
Architects	323,040.25	5,734.72	23,040.25	7.13%
Building Construction	10,137,125.00	415,026.83	3,469,436.22	34.23%
TOAL EXPENDITURES:	<u>10,460,165.25</u>	<u>420,761.55</u>	<u>3,492,476.47</u>	<u>33.39%</u>
FUND BALANCE	<u>-</u>	<u>385,950.53</u>	<u>(960,932.37)</u>	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAFETERIA FUND

As of Month Ending March 31, 2022

	BUDGET	Month	YTD	EXPENDED
REVENUES:				
Lunch, Breakfast, A la Carte Sales	467,180.00	45,472.60	367,829.82	78.73%
USDA School Lunch	2,192,552.00	246,886.00	1,642,029.82	74.89%
USDA Breakfast	339,890.00	47,043.69	267,791.39	78.79%
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	339,402.29	2,283,486.14	76.02%
EXPENDITURES:				
Other Contracted Services - SFE	2,144,622.00	210,413.64	1,582,298.69	73.78%
NET BALANCE	859,000.00	128,988.65	701,187.45	81.63%
DISTRICT EXPENDITURES:				
Maint and Repair - Equipment	40,000.00	8,553.82	14,857.14	37.14%
Other Supplies & Materials	7,000.00	147.50	6,207.50	88.68%
Inservice/ Staff Development	2,000.00	155.00	186.80	9.34%
Equipment	125,000.00	20,359.00	21,402.10	17.12%
TOTAL DISTRICT EXPENDITURES	174,000.00	29,215.32	42,653.54	24.51%
EXPENDITURES TOTAL	2,318,622.00	239,628.96	1,624,952.23	
Excess/(Def) of Revenues over Expenditures	685,000.00	99,773.33	658,533.91	96.14%
Operating Transfer In	100,000.00	-	-	0.00%
FUND BALANCE	785,000.00	99,773.33	658,533.91	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
OPEB TRUST

As of Month Ending March 31,2022

	<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	4,044.58	62,389.13	75,000.00	83.19%
Realized gain/(loss) on investments	(1,175.52)	391,683.23	-	0.00%
Unrealized gain/(loss) on investments	27,336.05	(540,511.06)	280,000.00	-193.04%
Other Income			-	0.00%
TOTAL REVENUES	<u>30,205.11</u>	<u>592,983.30</u>	<u>1,190,000.00</u>	<u>49.83%</u>
EXPENDITURES:				
Retiree Stipends	7,200.00	58,650.00	64,000.00	91.64%
Medical Claims	-	228,404.56	600,000.00	38.07%
Insurance Premiums	-	-	48,000.00	0.00%
Administrative Expenses	1,208.33	19,574.97	25,000.00	78.30%
TOTAL EXPENDITURES	<u>8,408.33</u>	<u>306,629.53</u>	<u>737,000.00</u>	<u>41.61%</u>
FUND BALANCE	<u><u>21,796.78</u></u>	<u><u>286,353.77</u></u>	<u><u>453,000.00</u></u>	

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

~~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 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;
16 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
27 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
28 property except those being held by poll workers on election day; and~~

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

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) 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*

~~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

4.19.22 RATIONALE FOR REVISION OF POLICIES

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

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

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

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

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

Germantown Municipal School District

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

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

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

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

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

7 ~~The safety program shall include:~~

8 ~~—— 1. Fire prevention~~

9 ~~—— 2. Accident prevention~~

10 ~~—— 3. Warning systems~~

11 ~~—— 4. Emergency drills~~

12 ~~—— 5. Traffic safety~~

13 ~~—— 6. Safety inspections~~

14 ~~7. First aid~~

15 ~~—— 8. Disaster preparation~~

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

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

Legal References

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

T.C.A. 49-6-2008

~~Cross-References~~

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

Germantown Municipal School District

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

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

6 FIRE AND SAFETY DRILLS

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

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

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

18 ARMED INTRUDER DRILLS

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

21 AED/CPR DRILLS

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

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

28

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

4 FIRE EXTINGUISHERS

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

7 MEDICAL EMERGENCIES/PANDEMIC

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

Legal References

11

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

Germantown Municipal School District

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

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

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

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

14 **GROUP HEALTH**

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

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

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

22 **PHI (Protected Health Information)**

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

28
29
30
31
32

1

Legal References

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

Cross-References

- Payroll Procedures 2.802
Fringe Benefit Policy 3.604

Germantown Municipal School District

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

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

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

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

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

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

Student Service Animals

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

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

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

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

Public Service Animals

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

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

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

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

Legal References

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

Germantown Municipal School District

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

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

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

4 PAY AND BENEFITS

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

Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706
6. TCA 49-5-713

Cross References

- ~~Family and Medical Leave 5.305~~
~~Military Leave 5.306~~
~~Physical Assault Leave 5.307~~
~~Sabbatical Leave 5.308~~
~~Legislative Leave 5.309~~
~~Interim Employees 5.700~~

Germantown Municipal School District

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

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

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

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

Legal References

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

Cross-References

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

*Previously Policy name was Hepatitis B (HBV)

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

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

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

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

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

14 ~~CONFIDENTIALITY AND NON-DISCRIMINATION²~~

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

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

20 ~~SAFETY~~

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

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

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

EDUCATION AND UNIVERSAL PRECAUTIONS

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

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

Definitions

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

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

“Other Potentially Infectious Materials” means

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

Exposure Control Plan

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

General Protocols

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

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

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

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

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

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

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

19 **Vaccinations and Testing**

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

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

27 **Training**

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

1 **Confidentiality**

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

5 **Record Retention**

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

9
10

Legal References

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

Germantown Municipal School District

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

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

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

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

Legal References

- † T.C.A. 49-6-2003

Germantown Municipal School District

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

1 WORK SCHEDULES

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

11 WORKWEEK DEFINED

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

19 NON-EXEMPT EMPLOYEES

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

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

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

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

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

3 **OVERTIME AND COMPENSATORY TIME⁴**

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

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

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

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

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

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

38

39

1 ATTENDANCE EXPECTATIONS

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

Legal References

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

29 CFR 541.204
29 CFR 541.303
29 CFR 553.20-23

Cross-References

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

Germantown Municipal School District

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

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

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

4 **PAY AND BENEFITS**

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

Legal References

~~1.~~ TCA 49-5-702
~~2.~~ TCA 49-5-703
~~3.~~ TCA 49-5-704
~~4.~~ TCA 49-5-705
~~5.~~ TCA 49-5-706
~~6.~~ TCA 49-5-713

Cross References

~~Family and Medical Leave 5.305~~
~~Military Leave 5.306~~
~~Physical Assault Leave 5.307~~
~~Sabbatical Leave 5.308~~
~~Legislative Leave 5.309~~
~~Interim Employees 5.700~~

Germantown Municipal School District

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

1 WORK SCHEDULES

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

11 WORKWEEK DEFINED

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

19 NON-EXEMPT EMPLOYEES

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

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

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

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

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

3 **OVERTIME AND COMPENSATORY TIME**⁴

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

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

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

27 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of
28 pay for time worked up to forty (40) hours **or may receive flex hours in the number of hours between 35**
29 **and 40 worked**. Such employees shall be provided overtime pay or compensatory time, ~~as provided~~ **at a**
30 **rate of one and one-half (1.5) hours for one hour of overtime worked** for working more than forty (40)
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34 understanding of overtime and compensatory time provisions. Such signed policy shall be placed in the
35 employee's personnel file, ~~and shall constitute the written agreement in this section.~~

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

38

39

1 ATTENDANCE EXPECTATIONS

- 2 All employees are expected to be present during all work hours. Absence without prior approval, chronic
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Legal References

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

29 CFR 541.204
29 CFR 541.303
29 CFR 553.20-23

Cross References

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



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 24

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

REASON FOR AMENDMENT:

Reallocation of CTE Perkins Basic funds.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ GMSD Board Chair _____ Date

_____ GMSD Superintendent _____ Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 25

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

REASON FOR AMENDMENT:

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

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date _____

_____ Date _____

Germantown Board of Education

Advocacy Plan

Revised: April 2022

The Germantown Board of Education recognizes its important position as advocate for the students, teachers, staff, families, and community it serves. Strong and purposeful advocacy on the local, state, and federal level is essential to providing our students with the best educational experience possible. The following board roles will target specific areas of advocacy and help guide the board, as a whole, as it works to bring about community and governmental support for our school district.

Tennessee Legislative Network Representative monitors state and federal legislative changes and bills that may impact education and communicates that information to the board. The TLN Rep builds relationships with lawmakers, other board TLN representatives, and TSBA leadership, as well as guides and coordinates board advocacy on the state and federal level.

Local Legislative Liaison monitors county and city actions that may impact GMSD and communicates that information to the board. The Local Legislative Liaison builds relationships with county and city leadership and also guides and coordinates board advocacy on the county and city level.

PTO Liaison works with school and district PTOs to strengthen communication between parents and the board and to further community engagement in our district. The PTO liaison builds relationships with parent leadership, and guides and coordinates board advocacy on the school and district level.

Board members, individually and together, participate in a variety of activities and actions that contribute to building community support for our district necessary for successful advocacy. Listed below are many of those established opportunities.

District Administration/Teachers/Staff:

Attend Back to School Kick-Off	Annually in August
Attendance at schools on first day of classes	Annually in August
End of year letter to families and staff	Annually in May
Hold a tenure celebration to congratulate teachers who have earned tenure	Annually in Spring
Celebrate Teacher Appreciation Week; Include Message from School Board in District Communication	Annually in May
Attend School Snapshots	Annually in March

District Families:

Encourage families to join school support organizations	Ongoing
Attend school support meetings and school activities/events	Ongoing
Have recognition of students/staff of schools at board meetings	Ongoing
Attend community engagement meetings held by district	As Needed
End of year letter to families and staff	Annually in May

Board of Mayor and Aldermen:

Attend BMA meetings regularly	Ongoing
Communicate district budgetary and capital needs and district accomplishments to Aldermen	Ongoing
Attend joint BOE and BMA meetings	As Needed

Community and Business:

Attend Chamber of Commerce meetings	Monthly
Speak to civic organizations, upon invitation	Ongoing
Thank businesses, civic organization and community members who engage with our district on projects	Ongoing
Participate in Germantown Holiday Parade	Annually in December
Participate in Senior Citizen Expo	Annually in November

Media and Social Media:

Promote GMSD through positive stories via Facebook, Instagram and Twitter	Ongoing
Spokesperson for GMSD board with media will be the board chair	Ongoing
Submit Letters to the Editor on behalf of the GMSD Board on significant topics/issues that affect GMSD	As Needed

State Legislators:

Discuss legislative issues to initiate resolutions for TSBA	Annually in August/ September
Attend TSBA Fall District meeting and Annual Conventions to share legislative issues and positions with other school boards	Annually in September and November
Breakfast for legislators and other school boards to discuss upcoming legislative issues	Annually in January
Elect TLN representative	Annually in December
Reach out to legislators on priority issues	Ongoing
Attend TSBA Legislative and Legal Institute	Annually in February
Send thank you notes/emails to legislators who supported school board priorities during the last legislative session	Ongoing

School Tenure Eligibility Review

Understandings:

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

Process:

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

With Gratitude:

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

GMSD Tenure Recommendations

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

2020-2021

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

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

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

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

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

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

Certified Staff Member	Location
Laura Freeman	District Office

1 Manager, 8 Techs, 1 Admin		
HES Response	\$	1,282,680.00
ABM Response	\$	777,697.00
1 Manager, 6 Techs, 1 Admin		
ABM Response	\$	568,543.00
Current Program		
ABM Response	\$	470,700.00



2023 GMSD BUDGET REPORT

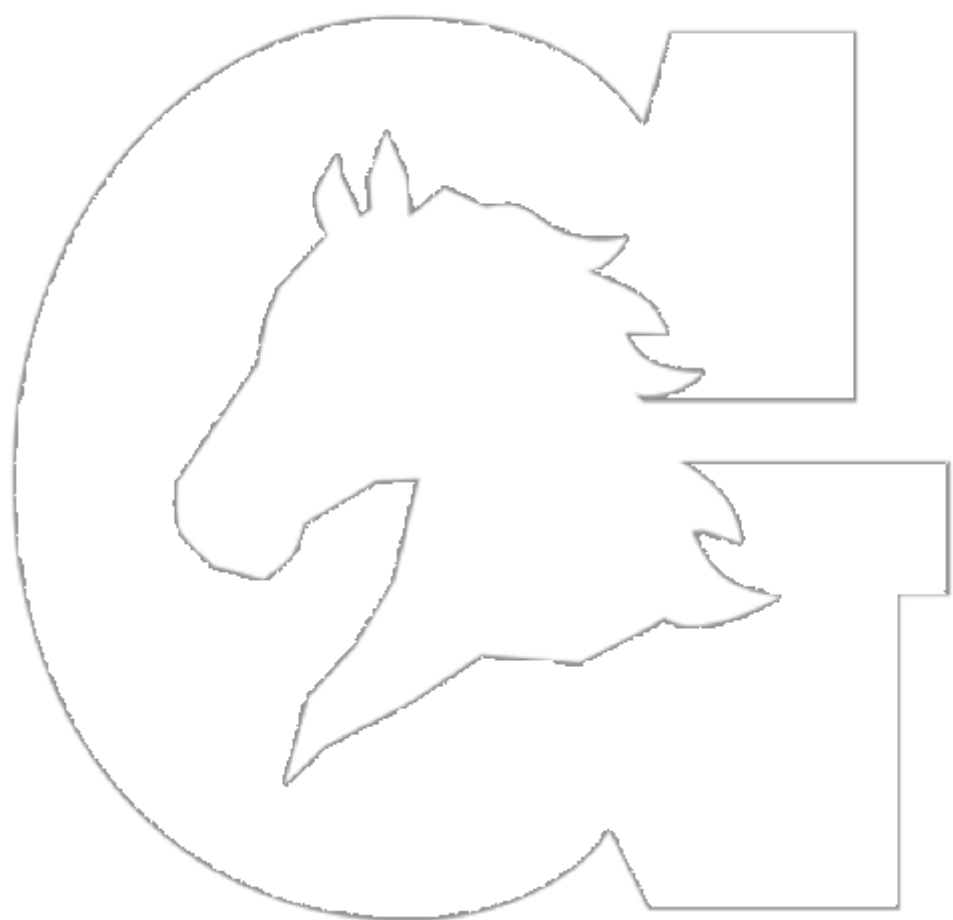
First Reading – April 19, 2022

KEVIN JONES,
CHIEF FINANCIAL OFFICER

JOSH CATHEY,
DEPUTY SUPERINTENDENT

JASON MANUEL,
SUPERINTENDENT

ANGELA GRIFFITH,
SCHOOL BOARD CHAIR





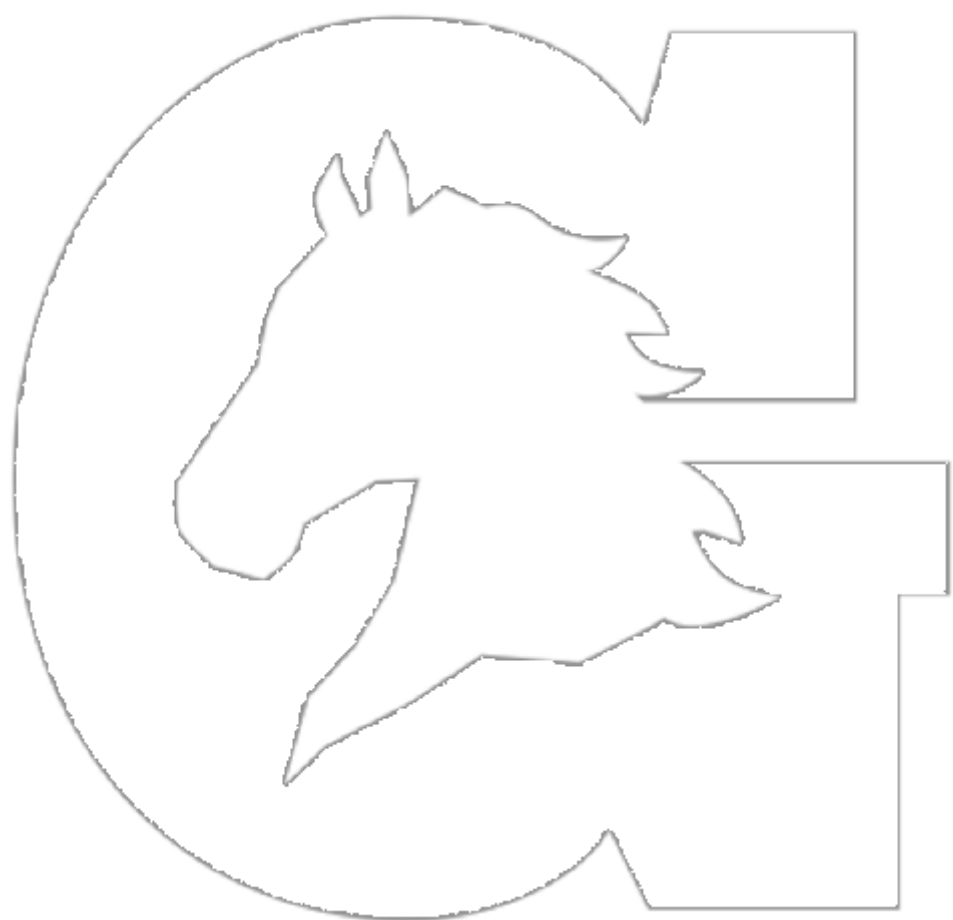
GERMANTOWN MUNICIPAL SCHOOL DISTRICT

BOARD OF EDUCATION

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

ADMINISTRATION

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



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SUPERINTENDENT & BOARD OF ED

Office of the Superintendent, Board of Ed. Services

Inspiring Personal Excellence

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

SCHOOL DISTRICT PROFILE

SCHOOL DISTRICT PROFILE:

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

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

VISION:

Inspiring Personal Excellence

MISSION:

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

BUDGET HIGHLIGHTS

FUND

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

ENROLLMENT

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

REVENUES

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



BUDGET HIGHLIGHTS

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

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution is shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections is given to education and is distributed in the same manner as property taxes. For FY 2022, the District's share is estimated at 4.20 percent. The net increase in County funds is projected at \$1,280,000 for sales tax revenues.

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

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

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

RESOURCE MANAGEMENT – INCREASES TO BUDGET

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

ENGAGING, CHALLENGING & INNOVATIVE ACADEMICS

- Bringing professional development in-house training- \$25,000
- Instructional Technology Coach - 2 positions- \$185,000
- GOAL Principal and Administrative Assistant (from ESSER 2.0)- \$209,000
- HHS Assistant Principal- \$120,000
- Increases in Software Costs (Naviance & Kami)- \$25,000
- Assessments (moving from 2 to 3 benchmarks per year)- \$33,000
- Textbooks-Math Adoption- \$265,000
- 1:1 Technology Initiative (from ESSER 3.0)- \$600,000
- ESE Speech Therapist- \$72,000
- SPED teacher - FHES- \$93,000
- GOAL Interventionist/SPED/Testing Coordinator- \$93,000

WHOLE CHILD

- 4 Counselors, 2 Psychologists, 1 Homebound Teacher (from ESSER 3.0)- \$563,000
- 504 Clerical position - District Office - to support schools - \$46,000
- Co-curricular Performing Arts Stipends/Materials/Transportation- \$90,000
- Social Emotional Learning Teacher- \$93,000

RECRUIT, DEVELOP & RETAIN EXEMPLARY STAFF

- 2% COLA AND Step Increase- \$1,471,000
- Holiday Bonuses- \$1,000 for FT and \$500 for PT includes federally funded staff - \$771,000
- 20-21 school year frozen steps for teachers- \$550,000
- Advanced degrees compensation pay scale shift- \$350,000
- HR Specialist - 120-day contract - \$39,000
- Analysts to Specialists Upgrades - \$43,000
- School Support Staff Upgrades - \$64,000
- Substitutes (additional personal day for all staff & increased pay rate for substitute teachers) - \$155,000
- Continued funding of OPEB Actuarial Determined Contribution (ADC) for Retiree Health and Life Insurance
- No increase in the health insurance rates for employees

ENHANCE COMMUNITY PARTNERSHIPS

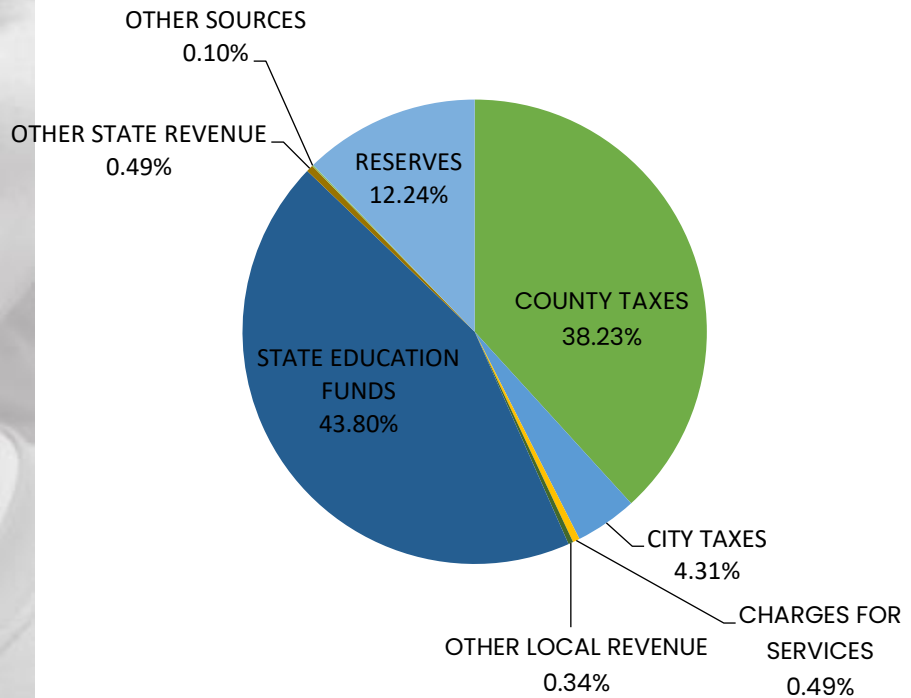
Social Media Coordinator stipends at all schools- \$4,000

OTHER INCREASES

- Diesel fuel costs - \$25,000
- Technology software enhancements - \$42,000
- Legal services - \$35,000
- Audit fees - \$14,000

GENERAL FUND REVENUES

2022-2023 Projections



Overview

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

Subcategories

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



GENERAL FUND REVENUES

Subcategories

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

\$71,430,598

Revenue Sources

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GENERAL FUND REVENUES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
40400	COUNTY TAXES	27,310,776	26,033,951	26,975,407
40800	CITY TAXES	3,082,068	2,549,581	2,549,581
43000	CHARGES FOR SERVICES	347,765	201,305	237,762
44000	OTHER LOCAL REVENUE	242,000	644,000	365,407
46000	STATE EDUCATION FUNDS	31,289,666	29,805,884	30,693,204
46800	OTHER STATE REVENUE	346,441	274,441	374,816
47100	FED FUNDS RCVD THRU STATE		-	146,833
49000	OTHER SOURCES	70,000	70,000	98,045
	RESERVES	8,741,882	606,868	-
	REVENUES GRAND TOTAL:	<u>71,430,598</u>	<u>60,186,030</u>	<u>61,441,055</u>



STATE EDUCATION FUNDS

Acct	Description	FY 2023	FY 2022	FY 2021
		<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
46511	Basic Education Program	31,109,460	29,613,000	29,890,608
46590	Other State Education Funds	-	-	604,369
46591	Coordinated School Health Grant	90,000	90,000	90,000
46610	Career Ladder Program	90,206	102,884	108,227
STATE EDUCATION FUNDS TOTAL:		31,289,666	29,805,884	30,693,204

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

COUNTY TAXES (40400)

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
40110	Current County Property Tax	15,893,810	15,893,810	16,274,399
40120	Trustee Collection - Prior Year	297,152	297,152	120,001
40130	Chancery & Circuit Court - Prior Year	151,462	151,462	129,629
40162	PILOT - Utility	152,970	152,970	126,923
40163	PILOT - Other	126,124	126,124	173,037
40210	Local Option Sales Tax	9,000,000	7,723,175	8,654,913
40240	Wheel Tax	1,477,882	1,477,882	1,474,376
40290	Other Tax	211,376	211,376	22,129
COUNTY TAXES TOTAL:		27,310,776	26,033,951	26,975,407

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

CITY TAXES

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

City of Germantown's contribution to the School District.

OTHER STATE REVENUE

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

OTHER STATE REVENUE TOTAL:

346,441

274,441

374,816

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



OTHER LOCAL REVENUE

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

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

CHARGES FOR SERVICES

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

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

FEDERAL FUNDS RECEIVED THRU STATE

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

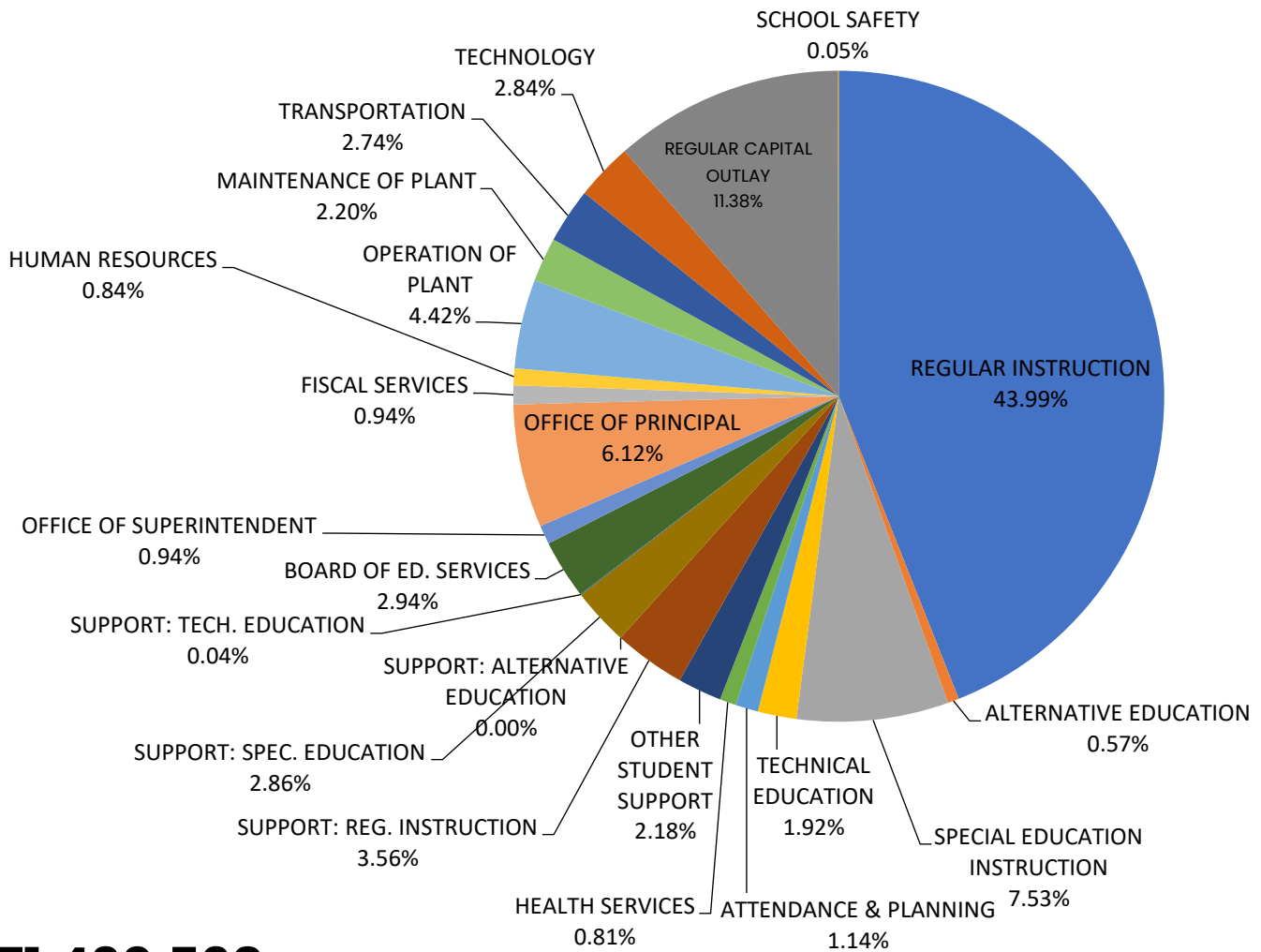
Includes funds for technology devices.

OTHER SOURCES

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



GENERAL FUND EXPENDITURES



\$ 71,430,598

Overview

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

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GENERAL FUND EXPENDITURES

Acct	Description	FY 2023 Per.	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
71100	REGULAR INSTRUCTION	355.00	31,420,122	29,038,809	30,036,156
71150	ALTERNATIVE EDUCATION	5.00	404,462	308,423	272,140
71200	SPECIAL EDUCATION INSTRUCTION	84.00	5,376,475	4,738,923	4,636,257
71300	TECHNICAL EDUCATION	16.00	1,370,381	1,271,437	1,202,619
72110	ATTENDANCE & PLANNING	7.50	811,366	725,553	687,882
72120	HEALTH SERVICES	7.75	578,007	540,004	505,972
72130	OTHER STUDENT SUPPORT	18.00	1,560,599	1,225,138	1,172,586
72210	SUPPORT: REG. INSTRUCTION	25.50	2,545,504	2,291,502	2,095,802
72215	SUPPORT: ALTERNATIVE EDUCATION	0.00	-	-	-
72220	SUPPORT: SPEC. EDUCATION	22.61	2,040,737	1,657,398	1,629,107
72230	SUPPORT: TECH. EDUCATION	0.20	31,712	31,057	23,296
72310	BOARD OF ED. SERVICES	5.00	2,096,862	2,030,093	1,907,396
72320	OFFICE OF SUPERINTENDENT	4.40	672,624	649,850	653,452
72410	OFFICE OF PRINCIPAL	52.50	4,374,060	3,928,050	3,782,176
72510	FISCAL SERVICES	5.50	672,264	643,562	568,837
72520	HUMAN RESOURCES	4.50	598,461	509,464	473,009
72610	OPERATION OF PLANT	6.00	3,160,112	2,962,876	2,696,719
72620	MAINTENANCE OF PLANT	6.00	1,570,954	1,442,305	1,388,902
72710	TRANSPORTATION		1,954,445	2,039,351	1,599,020
73100	SCHOOL NUTRITION	0.00	-	-	13,806
72820	TECHNOLOGY	10.00	2,026,533	1,924,506	1,856,032
76100	REGULAR CAPITAL OUTLAY		8,128,225	2,089,035	3,714,302
72830	SCHOOL SAFETY		36,693	38,694	35,721
99100	TRANSFERS OUT		-	100,000	-
EXPENDITURES GRAND TOTAL:		635.46	<u>71,430,598</u>	<u>60,186,030</u>	<u>60,951,189</u>

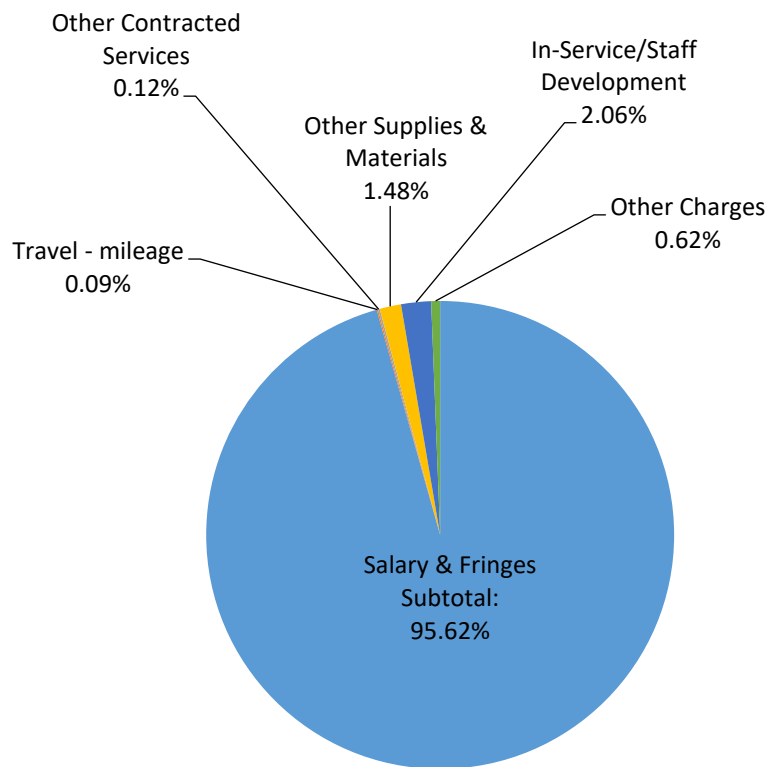


ATTENDANCE & PLANNING

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$811,366

Overview

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

ATTENDANCE & PLANNING

<u>Acct</u>	<u>Description</u>	FY 2023	FY 2023	FY 2022	FY 2021
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Director/Supervisor	2	228,769	221,329	214,734
130	Social Worker	2	147,388	139,750	139,010
162	Clerical Personnel	2	104,480	60,725	59,367
18900	Other Salaries	0			
189	Other Salaries	1.5	138,481	128,085	124,612
201	Social Security		38,385	33,595	28,947
204/217	State Retirement		55,011	51,587	48,763
206	Life Insurance		1,875	1,625	792
207	Medical Insurance		52,500	45,500	42,799
212	Medicare		8,977	7,857	7,365
Salary & Fringes Subtotal:		7.5	775,866	690,053	666,389

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

355	Travel - mileage		750	750	-
399	Other Contracted Services		1,000	1,000	986
499	Other Supplies & Materials		12,000	12,000	328
524	In-Service/Staff Development		16,750	16,750	13,379
599	Other Charges		5,000	5,000	6,800
Services Subtotal:			35,500	35,500	21,493
ATTENDANCE & PLANNING TOTAL:			811,366	725,553	687,882

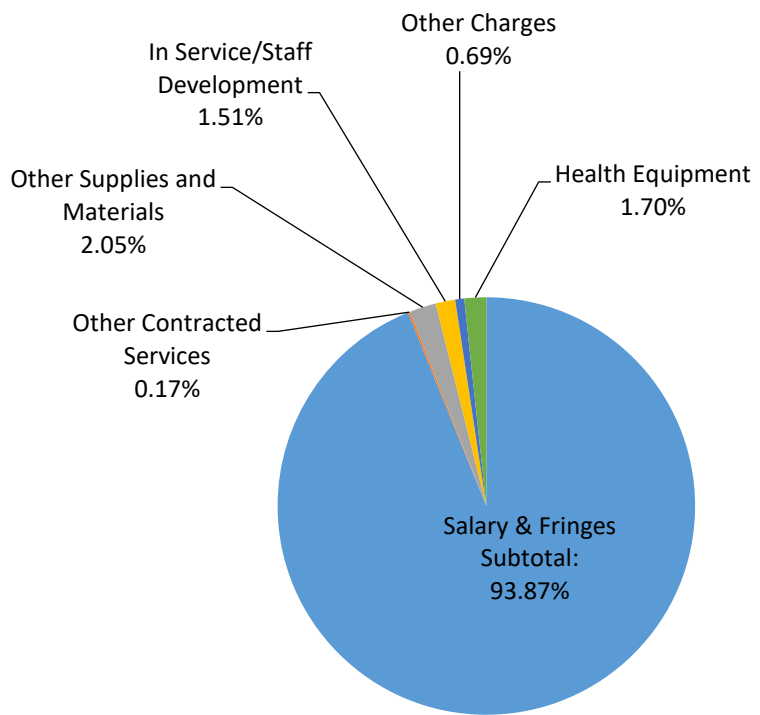
Includes costs for employee local mileage as well as funds for some school personnel to receive specialized training in appropriate areas of school discipline.

HEALTH SERVICES

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$578,007

Overview

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

HEALTH SERVICES

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
105	Student Health Coordinator	0.75	74,452	70,194	70,963
131	School Nurses	7	330,420	301,332	298,043
189	Other Salaries & Wages		4,500	4,500	2,250
201	Social Security		25,381	23,228	21,046
204/217	State Retirement		36,613	34,613	34,518
206	Life Insurance		1,356	1,356	553
207	Medical Insurance		63,925	63,925	51,628
212	Medicare		5,936	5,432	4,922
Salary & Fringes Subtotal:		7.75	542,583	504,580	483,923
<i>Includes salaries and benefits for school nurses.</i>					
399	Other Contracted Services		1,000	1,000	1,000
499	Other Supplies and Materials		11,874	11,874	11,210
524	In Service/Staff Development		8,750	8,750	4,000
599	Other Charges		4,000	4,000	2,839
735	Health Equipment		9,800	9,800	3,000
Services Subtotal:			35,424	35,424	22,049
HEALTH SERVICES TOTAL:			578,007	540,004	505,972

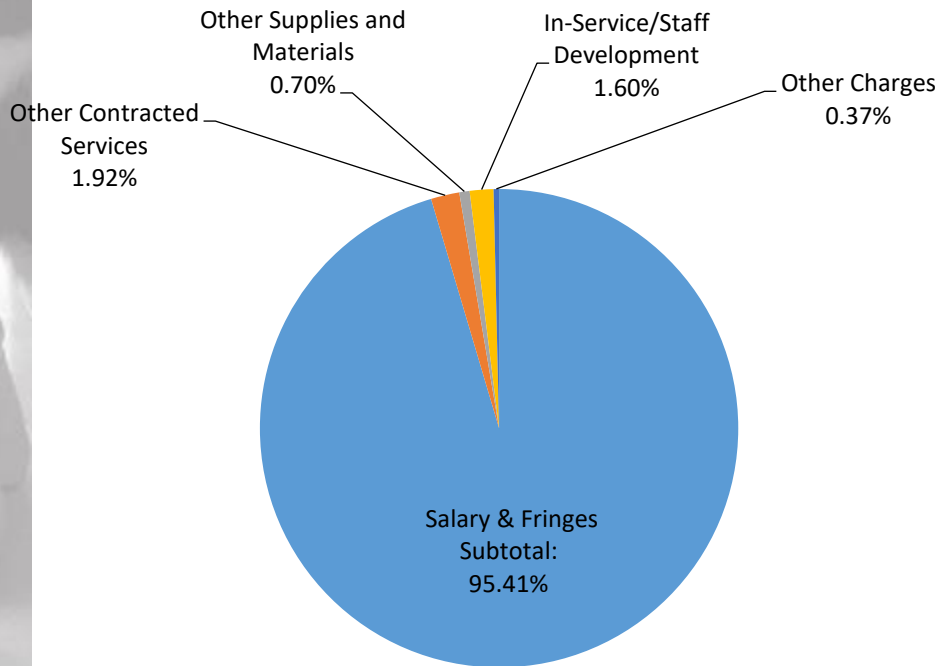


OTHER STUDENT SUPPORT/ GUIDANCE

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$1,560,599

Overview

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

OTHER STUDENT SUPPORT/GUIDANCE

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
117	Career Ladder Program		3,000	3,000	3,000
123	Guidance Personnel	18	1,181,377	892,298	902,959
188	Instructional Responsibility		1,500	1,500	-
201	Social Security		73,524	55,601	52,326
204/217	State Retirement		103,053	92,370	89,894
206	Life Insurance		3,150	2,450	1,388
207	Medical Insurance		106,200	97,515	78,589
212	Medicare		17,195	13,004	12,238
Salary & Fringes Subtotal:		18	1,488,999	1,157,738	1,140,394

Includes salaries and benefits for School Counselors in Elementary, Middle and High Schools to meet accreditation standards and Strategic Plan goals.

399	Other Contracted Services		30,000	30,000	5,253
499	Other Supplies and Materials		10,900	10,900	2,301
524	In-Service/Staff Development		25,000	25,000	16,422
599	Other Charges		5,700	1,500	971
790	Other Equipment			-	7,245
Services Subtotal:			71,600	67,400	32,192
OTHER STUDENT SUPPORT TOTAL:			1,560,599	1,225,138	1,172,586

Includes cost of materials used and staff development costs.

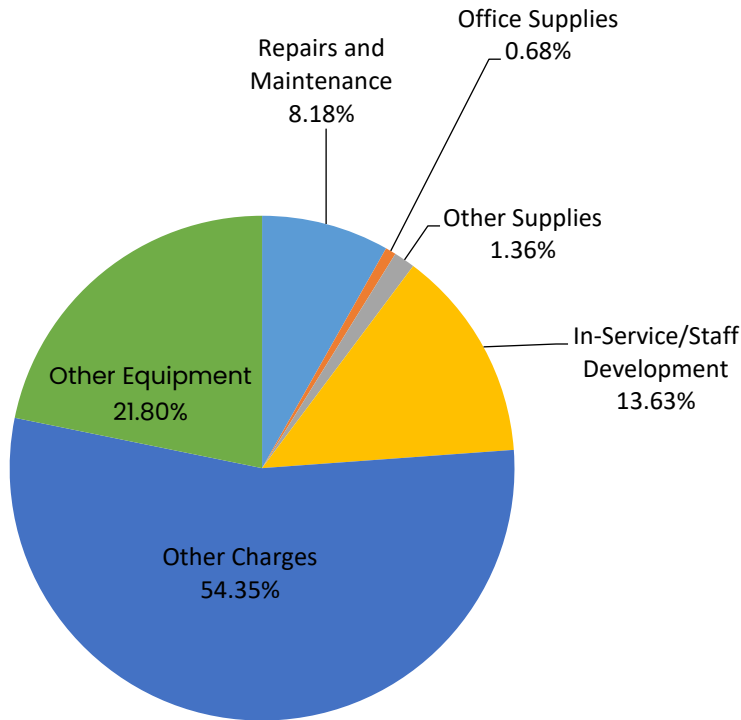


SCHOOL SAFETY

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$36,693

Overview

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

SCHOOL SAFETY

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
336	Repairs and Maintenance	3,000	3,000	-
435	Office Supplies	250	250	250
499	Other Supplies	500	500	504
524	In-Service/Staff Development	5,000	5,000	4,168
599	Other Charges	19,943	21,944	21,101
790	Other Equipment	8,000	8,000	9,698
SCHOOL SAFETY TOTAL:		36,693	38,694	35,721

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

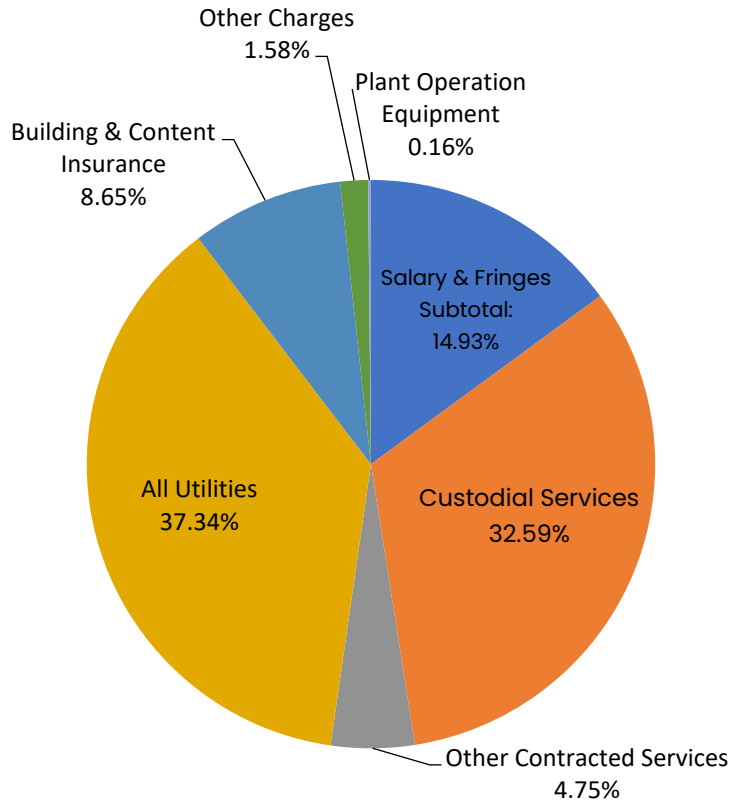


OPERATION OF PLANT

Department of Operations

Josh Cathey

Deputy Superintendent



\$3,160,112

Overview

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

OPERATION OF PLANT

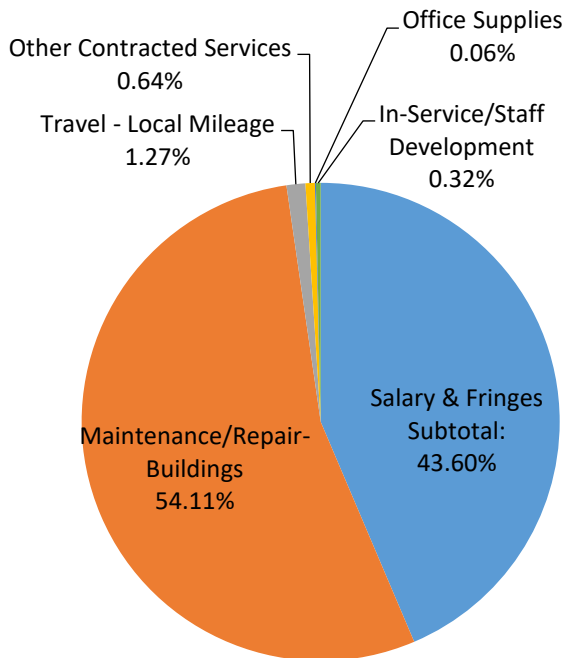
Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
166	Custodial Wages	0	6,000	-	86,858
167	Plant Managers	6	350,287	341,931	315,952
201	Social Security		22,090	20,784	22,863
204/217	State Retirement		31,526	30,170	34,417
206	Life Insurance		900	900	647
207	Medical Insurance		55,998	55,998	48,874
212	Medicare		5,079	4,861	5,347
Salary & Fringes Subtotal:		6	471,880	454,644	514,958
<i>Includes salaries and benefits for personnel in Plant Operations.</i>					
328	Custodial Services		1,030,000	850,000	826,527
399	Other Contracted Services		150,000	150,000	110,329
415	All Utilities		1,180,000	1,180,000	977,203
502	Building & Content Insurance		273,232	273,232	231,978
599	Other Charges		50,000	50,000	35,724
720	Plant Operation Equipment		5,000	5,000	-
Services Subtotal:			2,688,232	2,508,232	2,181,761
OPERATION OF PLANT TOTAL:			3,160,112	2,962,876	2,696,719
<i>Includes costs for all utilities, trash pickup, out-sourcing cleaning, materials and supplies, environmental monitoring, security system maintenance, elevator maintenance, building insurance, and equipment needed to maintain cleanliness of buildings and grounds.</i>					

MAINTENANCE OF PLANT

Department of Operations

Josh Cathey

Deputy Superintendent



\$1,570,954

Overview

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

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

MAINTENANCE OF PLANT

<u>Acct</u>	<u>Description</u>	FY 2023	FY 2023	FY 2022	FY 2021
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Director	1	132,048	125,680	121,800
161	Secretaries	1	68,600	51,359	50,365
167	Maintenance Personnel	4	334,932	289,890	288,365
201	Social Security		33,206	28,734	26,936
204/217	State Retirement		47,793	43,313	42,231
206	Life Insurance		1,500	1,500	733
207	Medical Insurance		59,109	59,109	37,956
212	Medicare		7,766	6,720	6,300
Salary & Fringes Subtotal:		6	684,954	606,305	574,686

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

335	Maintenance/Repair-Buildings		850,000	800,000	797,091
355	Travel - Local Mileage		20,000	20,000	8,442
399	Other Contracted Services		10,000	10,000	7,881
435	Office Supplies		1,000	1,000	379
524	In-Service/Staff Development		5,000	5,000	423
Services Subtotal:			886,000	836,000	814,216
MAINTENANCE OF PLANT TOTAL:			1,570,954	1,442,305	1,388,902

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

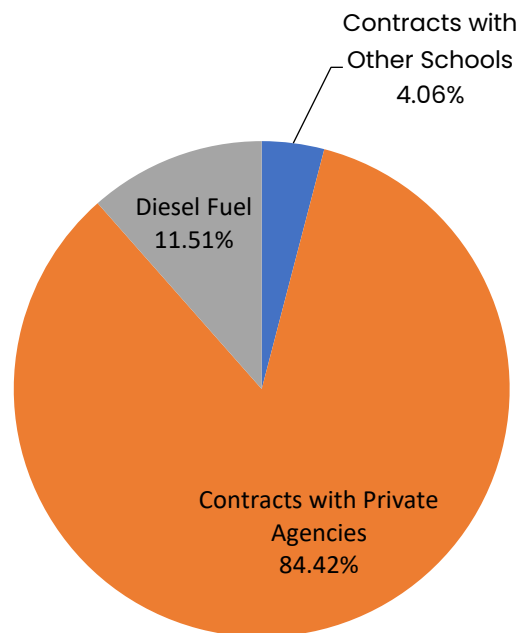


TRANSPORTATION

Department of Operations

Josh Cathey

Deputy Superintendent



\$1,954,445

Overview

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

TRANSPORTATION

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

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

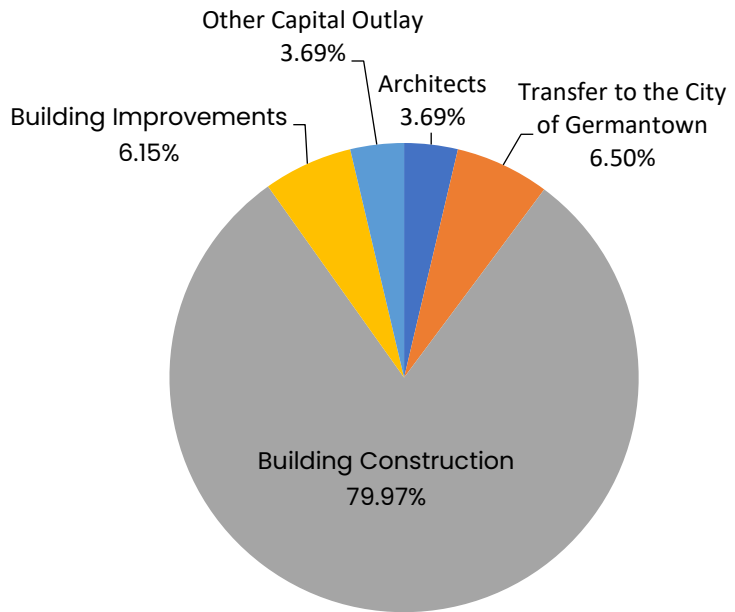


REGULAR CAPITAL OUTLAY

Department of Operations

Josh Cathey

Deputy Superintendent



\$8,128,225

Overview

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

REGULAR CAPITAL OUTLAY

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

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



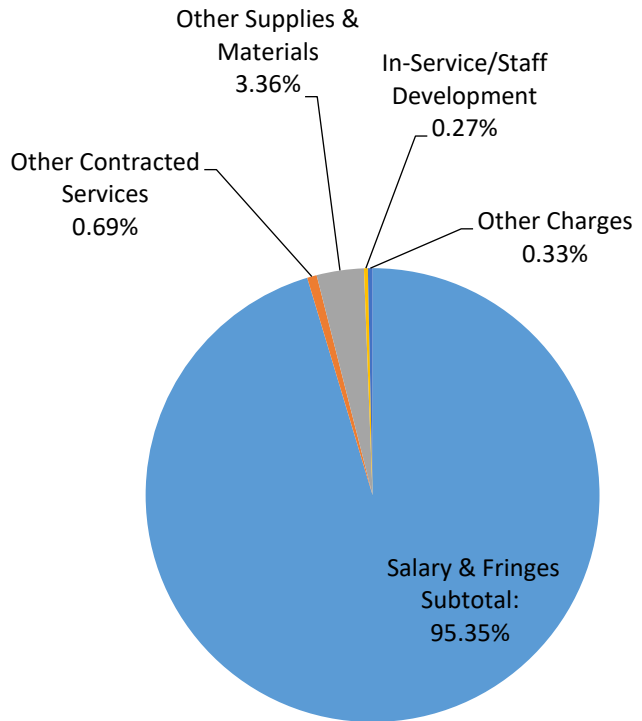
OFFICE OF THE PRINCIPAL

Operations

Josh Cathey

Deputy Superintendent

\$4,374,060



Overview

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

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

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

OFFICE OF PRINCIPAL

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
104	Principals & Vice Principals	8.00	923,011	794,122	780,555
117	Career Ladder		11,000	11,000	7,000
139	Assistant Principals	16.00	1,441,122	1,304,993	1,289,983
161	School Secretaries	7.50	287,849	253,159	256,072
162	Clerical Personnel	17.00	606,088	510,737	480,368
189	Other Salaries- Lunch Room Monitors	4.00	35,386	36,481	58,194
201	Social Security		204,876	179,485	167,346
204/217	State Retirement		290,038	287,772	275,095
206	Life Insurance		12,125	11,375	4,365
207	Medical Insurance		311,150	293,450	237,903
212	Medicare		47,915	41,976	39,138
Salary & Fringes Subtotal:		52.50	4,170,560	3,724,550	3,596,019

Includes salaries and benefits for school principals, school administration, school clerical and school lunchroom monitors.

399	Other Contracted Services		30,000	30,000	25,000
499	Other Supplies & Materials		147,000	147,000	147,001
524	In-Service/Staff Development		12,000	12,000	456
599	Other Charges		14,500	14,500	13,700
Services Subtotal:			203,500	203,500	186,157

OFFICE OF PRINCIPAL TOTAL:

4,374,060 3,928,050 3,782,176

Includes costs associated with operation of schools including BEP funds allocated to individual school operations.



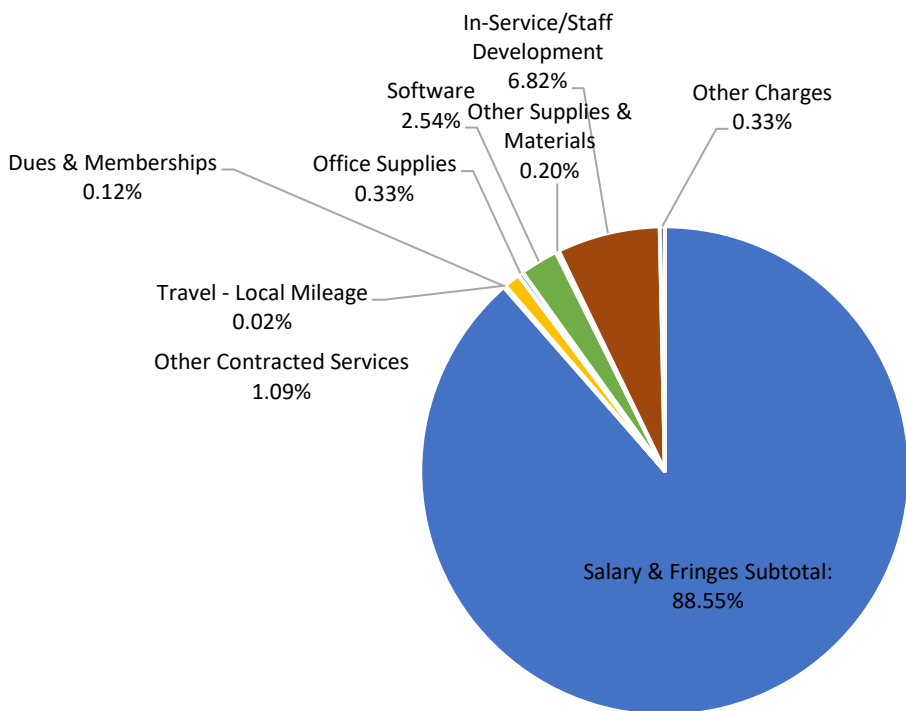


HUMAN RESOURCES

Department of Human Resources

Elissa Stratton

Executive Director of Human Resources



\$598,461

Overview

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

HUMAN RESOURCES

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
105	Directors/Supervisors	2	223,331	208,261	202,174
161	Human Resources Specialist	1.5	109,657	70,331	68,600
162	Benefits Specialist	1	89,638	68,951	67,274
201	Social Security		26,203	21,125	20,022
204/217	State Retirement		37,344	33,320	38,098
206	Life Insurance		1,125	1,000	540
207	Medical Insurance		31,500	28,000	23,030
212	Medicare		6,128	4,941	4,683
299	Other Fringe Benefits		5,000	5,000	-
Salary & Fringes Subtotal:		4.5	529,926	440,929	424,421

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

320	Dues & Memberships		720	720	-
355	Travel - Local Mileage		100	100	-
399	Other Contracted Services		6,500	6,500	5,460
435	Office Supplies		2,000	2,000	990
471	Software		15,200	15,200	11,004
499	Other Supplies & Materials		1,200	1,200	-
524	In-Service/Staff Development		40,815	40,815	29,552
599	Other Charges		2,000	2,000	1,582
Services Subtotal:			68,535	68,535	48,588
HUMAN RESOURCES TOTAL:			598,461	509,464	473,009

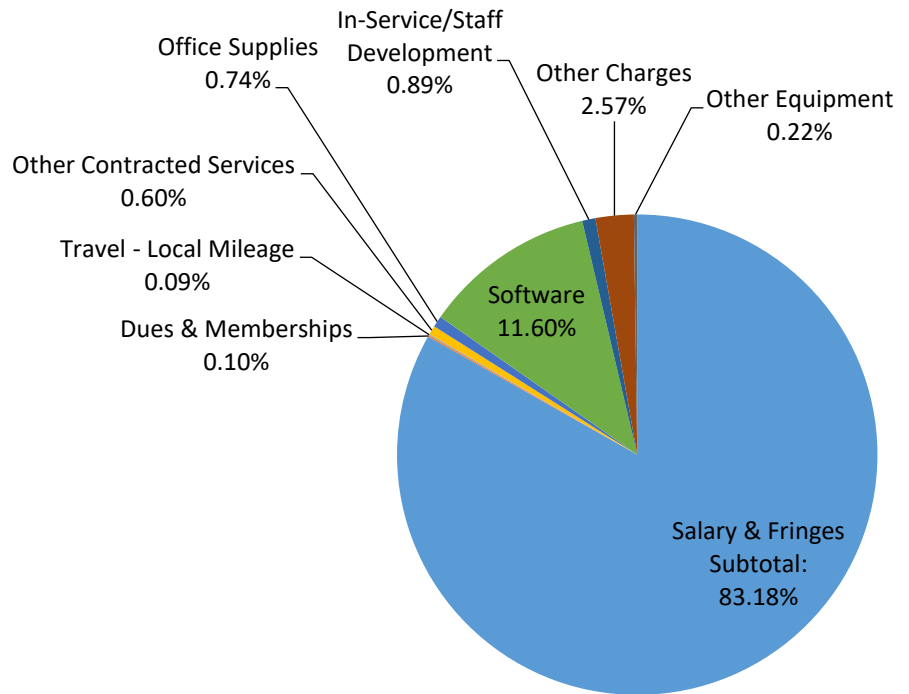
Includes costs associated with Human Resource department.



FISCAL SERVICES

Kevin Jones

Chief Financial Officer



\$672,264

Overview

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

FISCAL SERVICES

<u>Acct</u>	<u>Description</u>	FY 2023 <u>PERS</u>	FY 2023 <u>Budget</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Actual</u>
105	Directors/Specialists	1.00	129,225	125,710	108,439
119	Accounting Specialists	2.50	205,611	174,448	173,832
122	Purchasing Personnel	1.00	29,534	58,366	50,475
161	Assistant	1.00	71,600	62,593	60,488
201	Social Security		27,030	25,597	22,675
204/217	State Retirement		39,237	37,157	34,229
206	Life Insurance		1,375	1,375	609
207	Medical Insurance		49,280	49,280	40,409
212	Medicare		6,322	5,986	5,303
Salary & Fringes Subtotal:		6	559,214	540,512	496,459

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

320	Dues & Memberships		700	700	358
355	Travel - Local Mileage		600	600	-
399	Other Contracted Services		4,000	4,000	-
435	Office Supplies		5,000	5,000	3,316
471	Software		78,000	68,000	53,488
524	In-Service/Staff Development		6,000	6,000	1,152
599	Other Charges		17,250	17,250	13,833
790	Other Equipment		1,500	1,500	231
Services Subtotal:			113,050	103,050	72,378
FISCAL SERVICES TOTAL:			672,264	643,562	568,837

Includes costs for the new business software implemented.

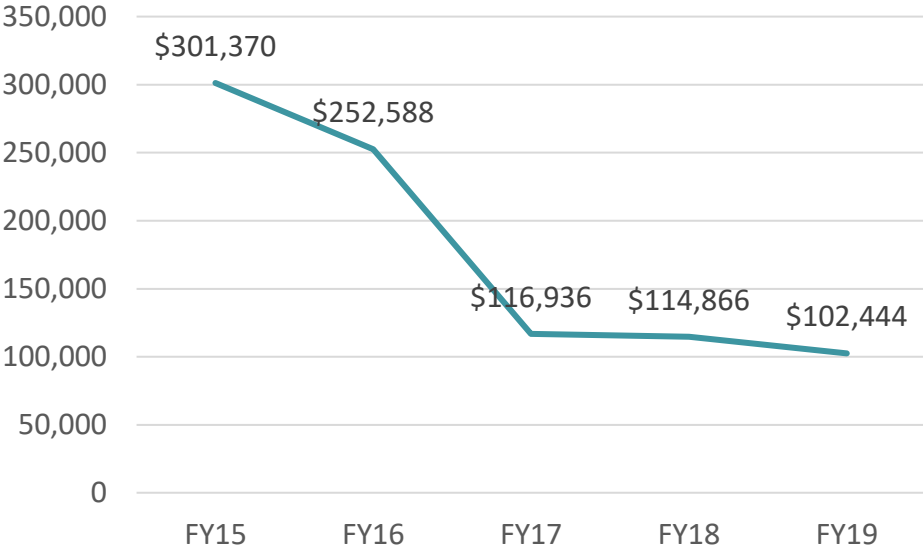
CAFETERIA (TRANSFERS)

Kevin Jones

Chief Financial Officer

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

Decrease in Cafeteria Transfers



\$100,000

Overview

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

TRANSFERS OUT

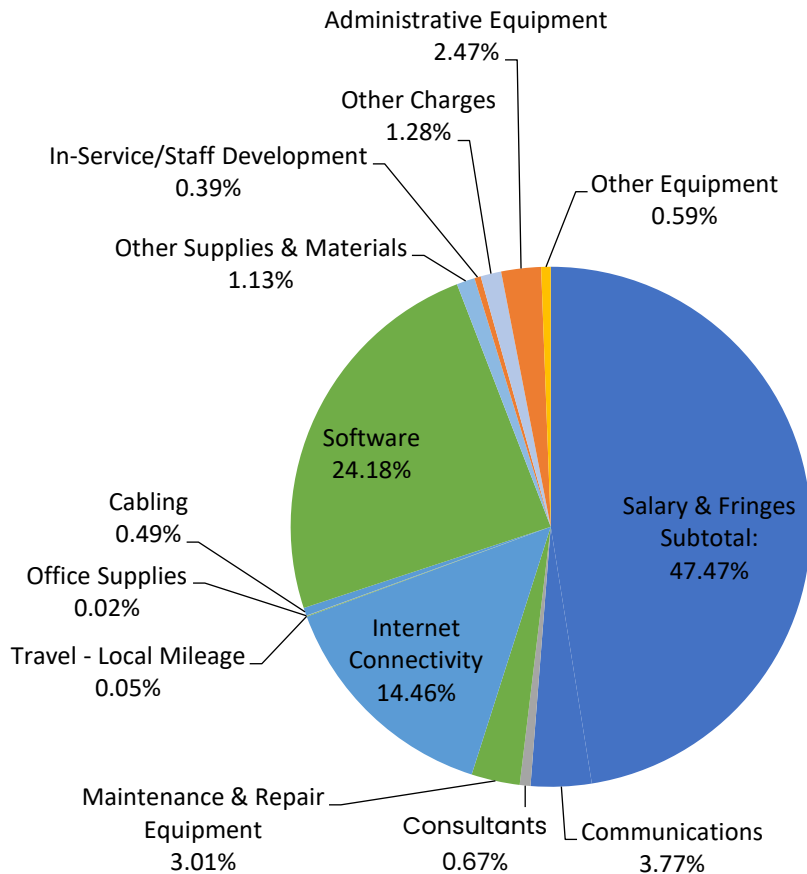
<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
590	Transfers to Other Funds	-	100,000	-
TRANSFERS OUT TOTAL:		-	100,000	-

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

DEPARTMENT OF TECHNOLOGY

Josh Cathey

Deputy Superintendent



\$2,026,533

Department Overview

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

TECHNOLOGY

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
105	Supervisor	1	102,088	112,046	108,695
120	Computer Programmers	6	409,624	378,062	355,102
162	Clerical Personnel	1	41,570	39,401	39,032
189	Other Salaries & Wages	2	181,063	169,621	112,530
201	Social Security		45,529	42,956	37,142
204/217	State Retirement		66,091	62,355	53,207
206	Life Insurance		2,500	2,500	921
207	Medical Insurance		102,920	102,920	55,059
212	Medicare		10,648	10,046	8,686
Salary & Fringes Subtotal:		10	962,033	919,906	770,374

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

307	Communications		76,400	81,600	81,691
308	Consultants		13,500	13,500	7,973
336	Maintenance & Repair Equipment		61,000	61,000	132,834
350	Internet Connectivity		293,000	291,000	190,696
355	Travel - Local Mileage		1,000	1,000	116
399	Other Contracted Services		-	-	95,172
435	Office Supplies		500	500	161
470	Cabling		10,000	10,000	9,181
435	Software		490,100	448,000	410,632
499	Other Supplies & Materials		23,000	22,000	18,651
524	In-Service/Staff Development		8,000	8,000	5,893
599	Other Charges		26,000	10,000	21,412
701	Administrative Equipment		50,000	46,000	103,902
790	Other Equipment		12,000	12,000	7,344
Services Subtotal:			1,064,500	1,004,600	1,085,658
TECHNOLOGY TOTAL:			2,026,533	1,924,506	1,856,032

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

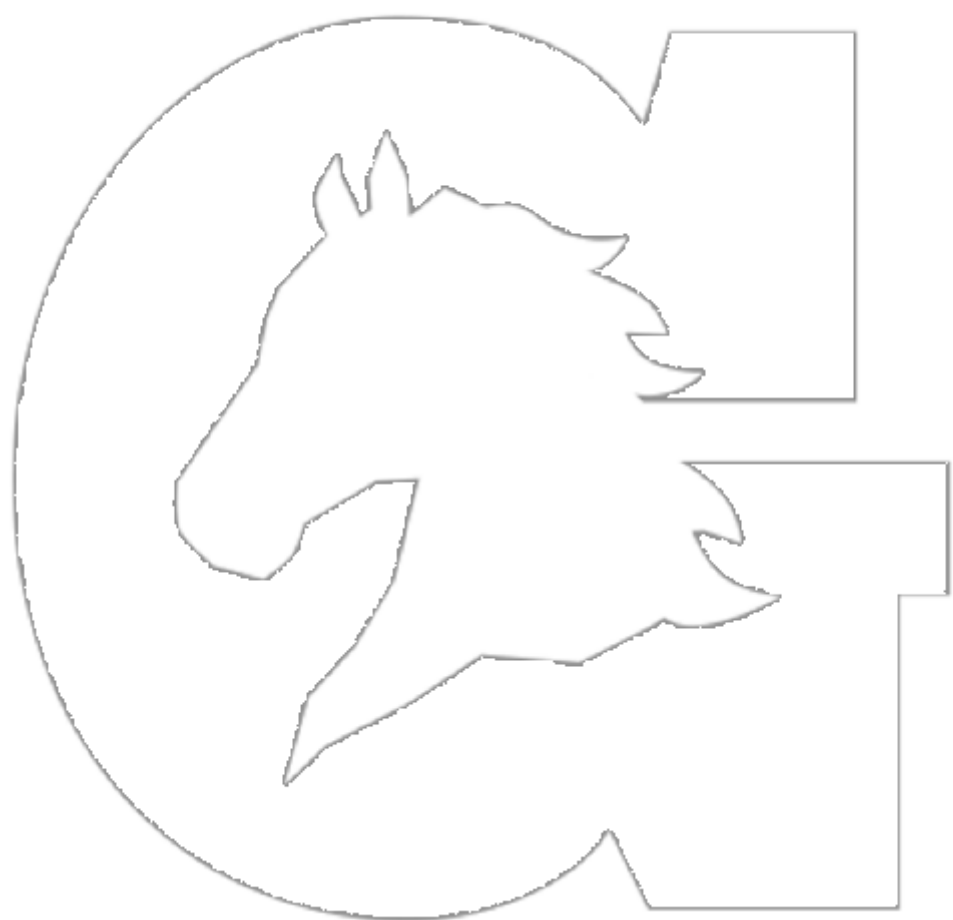


BLENDED LEARNING PROGRAM

Program Overview

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

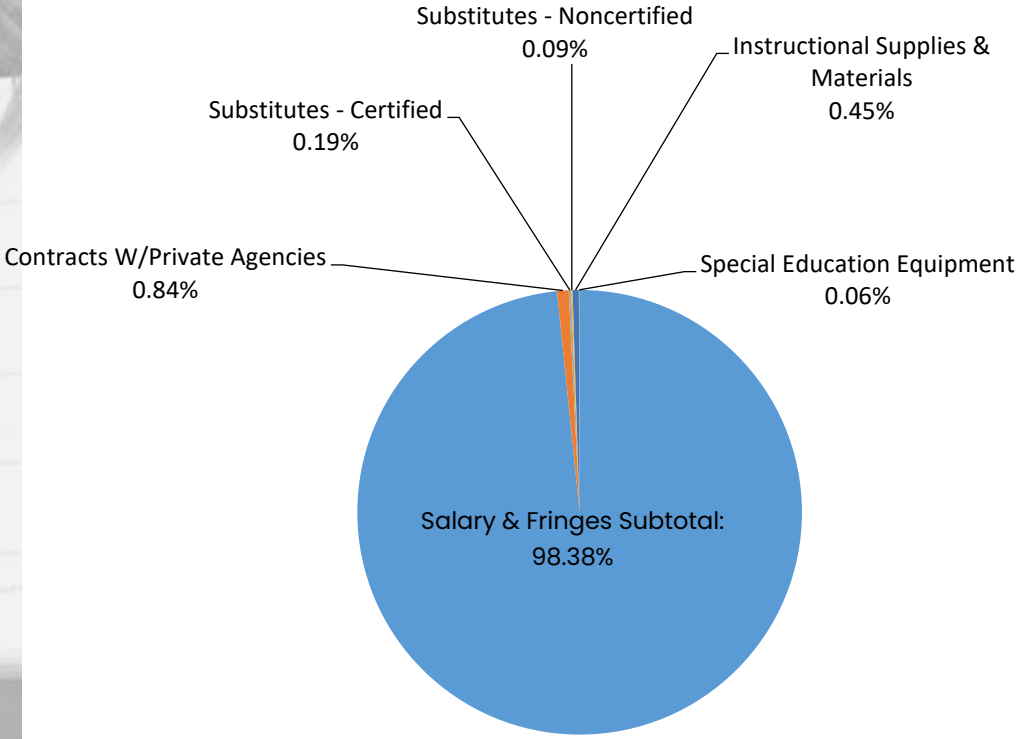
The district continues to place a large emphasis on cybersecurity and students' digital safety by incorporating an active student email monitoring system which scans files in students' web-based GoogleDrive storage. This system scans for inappropriate material, instances of cyberbullying, and incorporates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





SPECIAL EDUCATION INSTRUCTION

Department of Exceptional
Student Education



\$5,376,475

Overview

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

SPECIAL EDUCATION PROGRAM

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
116	Teachers	40	2,436,208	2,152,420	2,137,606
117	Career Ladder Program		10,000	10,000	5,000
128	Homebound Teachers	1	66,714	-	8,952
163	Educational Assistants	33	934,888	841,221	819,215
171	Therapists (Speech)	10	626,233	499,048	502,521
188	Instructional Responsibility		122,000	122,000	137,061
201	Social Security		260,155	224,731	209,330
204/217	State Retirement		367,534	362,407	348,397
206	Life Insurance		14,700	13,825	5,424
207	Medical Insurance		390,000	365,000	355,028
212	Medicare		60,843	61,071	48,956

Salary & Fringes Subtotal:	84	5,289,275	4,651,723	4,577,490
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Includes salaries and benefits for teachers, speech therapists, and classroom assistants used in Special Education classes. Includes homebound teachers who go to individual students' homes if they are unable to attend school because of illness or hospitalization.

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

Services Subtotal:		87,200	87,200	58,767
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SPECIAL EDUCATION TOTAL:		5,376,475	4,738,923	4,636,257
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Includes contracts for services provided by private agencies for services (such as hearing impaired and visually impaired) that cannot be provided in a cost-efficient manner by the District and the cost of instructional materials and supplies, and equipment used to provide Special Education services.

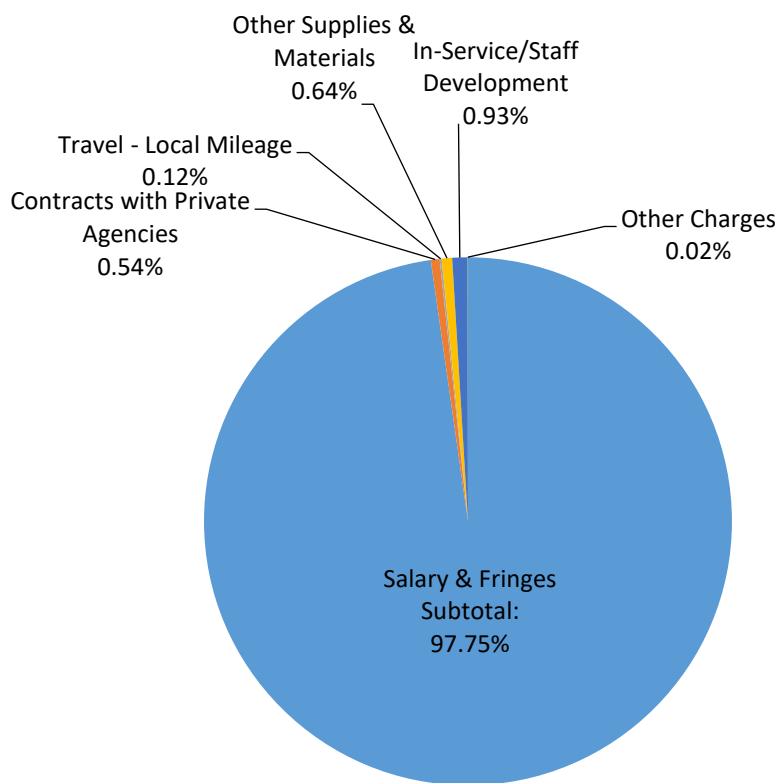


SPECIAL EDUCATION SUPPORT

Department of Exceptional Student Education

Sarah Huffman

Assistant Superintendent, Exceptional Student
Education



\$2,040,737

Overview

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

SUPPORT: SPECIAL EDUCATION

Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
105	Supervisors/Coordinators	2.61	280,324	258,173	252,534
117	Career Ladder Program		-	1,000	-
124	Psychological Personnel	5.00	413,960	228,941	230,300
131	Medical Personnel (OT/PT)	5.00	347,260	317,519	316,907
161	Assistant	1.00	68,600	60,725	60,065
162	Clerical Personnel	6.00	230,280	202,401	201,762
189	Other Salaries	3.00	250,986	202,833	229,556
201	Social Security		98,667	78,451	75,859
204/217	State Retirement		142,358	117,081	112,542
206	Life Insurance		5,828	5,328	1,927
207	Medical Insurance		133,399	121,599	102,740
212	Medicare		23,075	18,347	17,741
Salary & Fringes Subtotal:		22.61	1,994,737	1,612,398	1,601,933
<p><i>Includes salaries and benefits for directors, supervisors, psychologists, occupational and physical therapists, Central Office clerical personnel as well as clerical personnel located at every elementary, middle, and high school.</i></p>					
312	Contracts with Private Agencies		11,000	-	-
355	Travel - Local Mileage		2,500	2,500	2,424
399	Other Contracted Services		-	10,000	9,274
499	Other Supplies & Materials		13,000	13,000	12,997
524	In-Service/Staff Development		19,000	19,000	1,984
599	Other Charges		500	500	495
Services Subtotal:			46,000	45,000	27,174
SUPPORT: SPECIAL EDUCATION TOTAL:			2,040,737	1,657,398	1,629,107

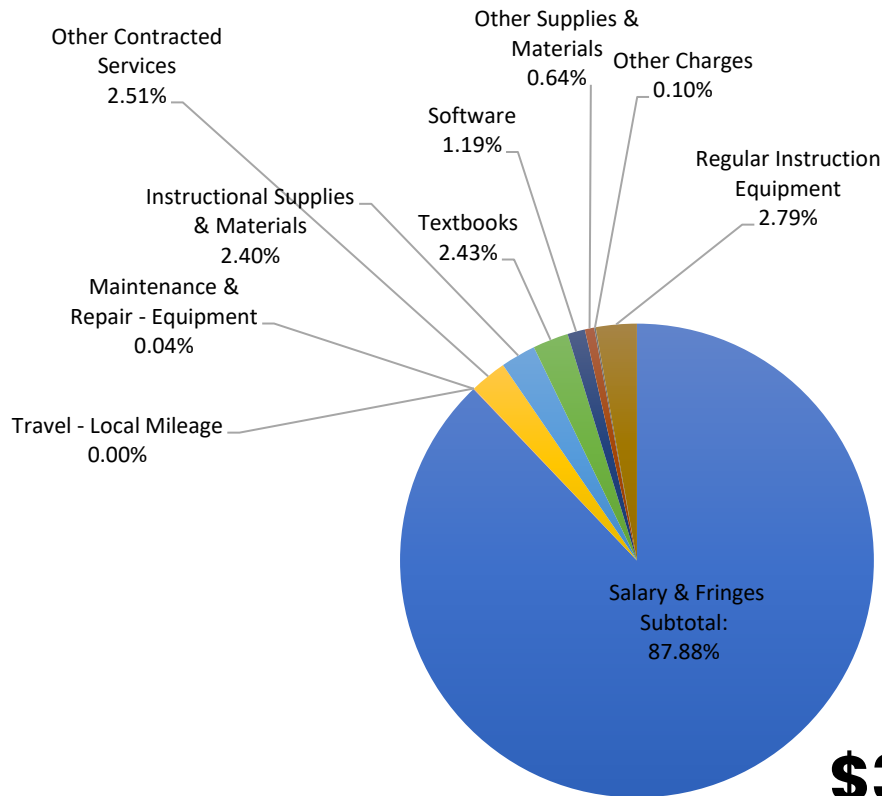
Includes support for Special Education Department for consultation, travel - local mileage for special education personnel using personal vehicles in the performance of their job, in-service and staff development. Includes specialized supplies, materials, and evaluations used with special populations.

REGULAR INSTRUCTION PROGRAM

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment



\$31,420,122

Overview

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

REGULAR INSTRUCTION PROGRAM

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
116	Teachers	326.00	20,924,675	19,494,643	19,906,064
117	Career Ladder		66,000	66,000	58,500
127	Extended Contracts		25,000	25,000	7,769
140	Coaching and Other Supplements		307,000	279,700	252,017
163	Educational Assistants	29.00	709,021	658,725	726,409
188	Instructional Responsibility		66,000	66,000	62,508
201	Social Security		1,370,057	1,276,584	1,220,415
204/217	State Retirement		1,922,488	2,112,213	2,063,960
206	Life Insurance		62,125	62,650	31,696
207	Medical Insurance		1,840,440	1,855,824	1,925,963
212	Medicare		320,417	298,556	285,581
	Salary & Fringes Subtotal:	355.00	27,613,223	26,195,895	26,540,882

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

336	Maintenance & Repair - Equipment		12,000	12,000	8,931
355	Travel - Local Mileage		1,500	1,500	539
399	Other Contracted Services		789,315	702,430	412,003
429	Instructional Supplies & Materials		753,200	764,400	639,316
449	Textbooks		765,000	500,000	390,389
471	Software		375,000	350,000	224,749
499	Other Supplies & Materials		202,000	169,200	171,877
599	Other Charges		32,384	25,384	25,394
722	Regular Instruction Equipment		876,500	318,000	1,622,076
	Services Subtotal:		3,806,899	2,842,914	3,495,274
	REGULAR INSTRUCTION TOTAL:		31,420,122	29,038,809	30,036,156

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



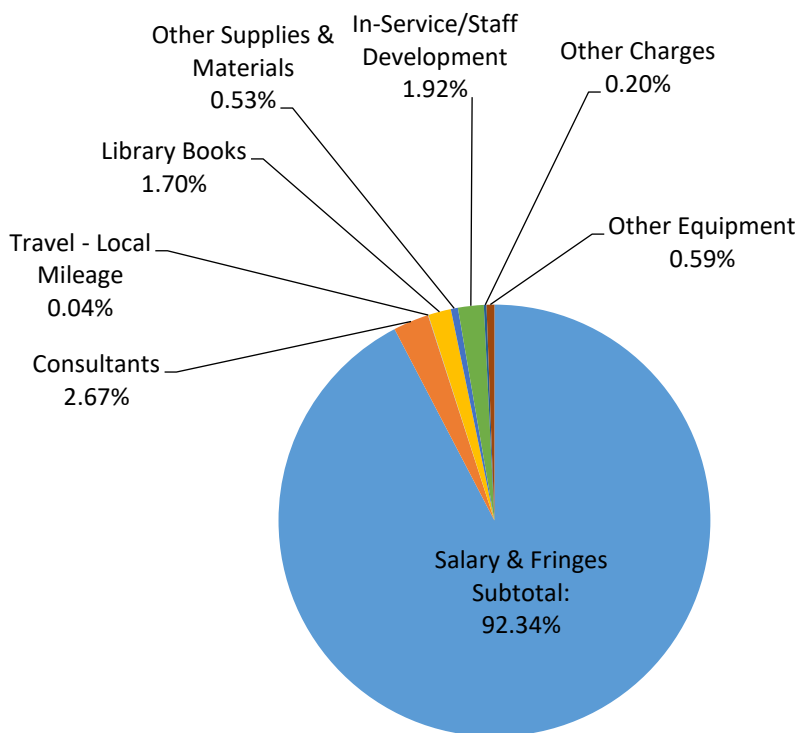


REGULAR INSTRUCTION SUPPORT

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment



\$2,545,504

Overview

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

SUPPORT: REGULAR INSTRUCTION

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
105	Directors/Supervisors	6.00	701,960	711,384	584,001
117	Career Ladder Program		3,000	3,000	2,000
129	Librarians	7.00	464,347	418,675	420,440
136	Audiovisual Personnel	1.00	75,668	74,666	72,767
137	Education Media Personnel	1.00	65,063	74,113	72,235
138	Instructional Computer Personnel	6.00	396,271	233,111	226,361
161	Secretary	1.00	68,600	58,366	57,100
163	Ed/Library Assistant	2.50	51,456	47,690	43,962
188	Instructional Responsibility		1,500	1,500	1,500
189	Other Salaries & Wages	1.00	66,710	61,918	61,704
201	Social Security		113,328	99,479	89,712
204/217	State Retirement		162,322	153,510	147,272
206	Life Insurance		6,375	6,425	2,396
207	Medical Insurance		147,500	148,500	139,074
212	Medicare		26,504	23,265	20,981
Salary & Fringes Subtotal:		25.50	2,350,604	2,115,602	1,941,505

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

308	Consultants		68,000	43,000	-
355	Travel - Local Mileage		1,000	1,000	-
432	Library Books		43,400	43,400	33,370
499	Other Supplies & Materials		13,500	19,500	12,871
524	In-Service/Staff Development		49,000	49,000	31,663
599	Other Charges		5,000	5,000	8,816
722	Regular Instruction Equipment		-	-	25,563
790	Other Equipment		15,000	15,000	42,014
Services Subtotal:			194,900	175,900	154,297
SUPPORT: REGULAR INSTRUCTION TOTAL:			2,545,504	2,291,502	2,095,802

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



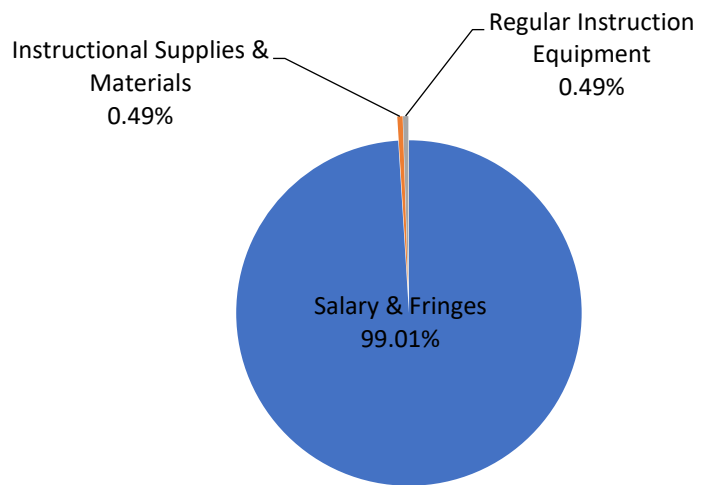


ALTERNATIVE SCHOOL PROGRAM

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment



\$404,462

Overview

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

ALTERNATIVE EDUCATION PROGRAM

Acct	Description	FY 2023 PERS	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
116	Teachers	2	145,338	134,261	134,552
117	Career Ladder		1,000	1,000	-
128	Homebound Teachers	1	77,624	15,000	3,690
130	Social Worker	1.0	65,422	63,071	63,296
163	Educational Assistants	1	28,474	25,133	18,750
201	Social Security		19,707	14,785	12,957
204/217	State Retirement		27,913	23,415	21,990
206	Life Insurance		875	700	340
207	Medical Insurance		29,500	23,600	13,535
212	Medicare		4,609	3,458	3,030
Salary & Fringes Subtotal:		5	400,462	304,423	272,140
429	Instructional Supplies & Materials		2,000	2,000	-
722	Regular Instruction Equipment		2,000	2,000	-
			-		
Services Subtotal:			4,000	4,000	-
ALTERNATIVE EDUCATION TOTAL:			404,462	308,423	272,140

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



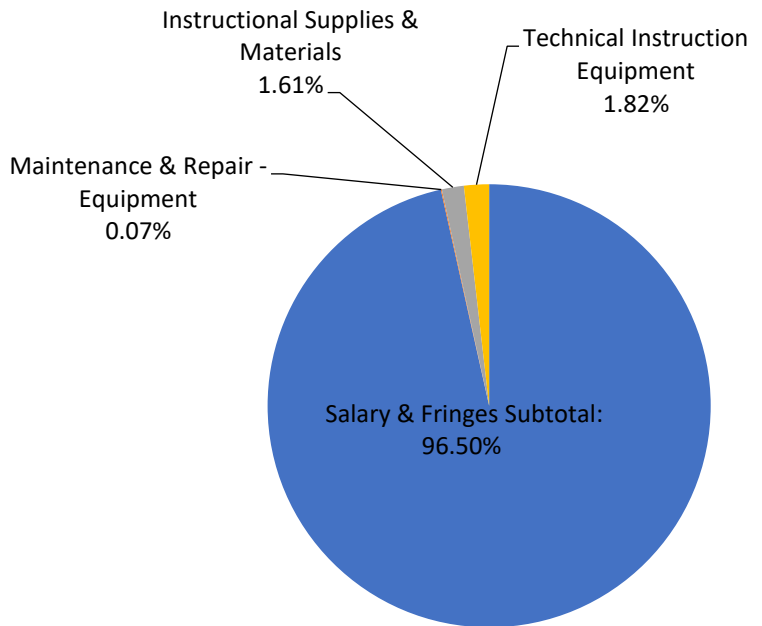
CAREER AND TECHNICAL ED PROGRAM

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment

\$1,370,381



Overview

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

CAREER & TECHNICAL EDUCATION PROGRAM

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

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

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

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

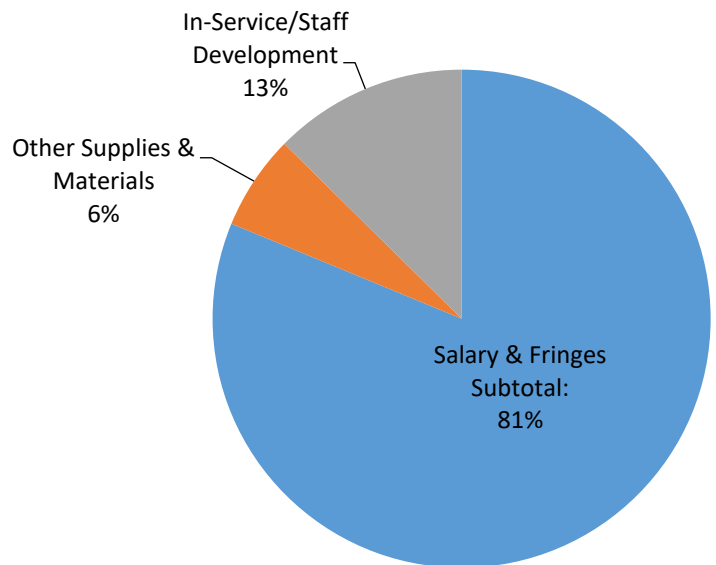


CAREER AND TECH ED SUPPORT

Teaching, Learning, and
Assessment

Missy Abel

Executive Director, Teaching, Learning and
Assessment



\$31,712

Overview

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

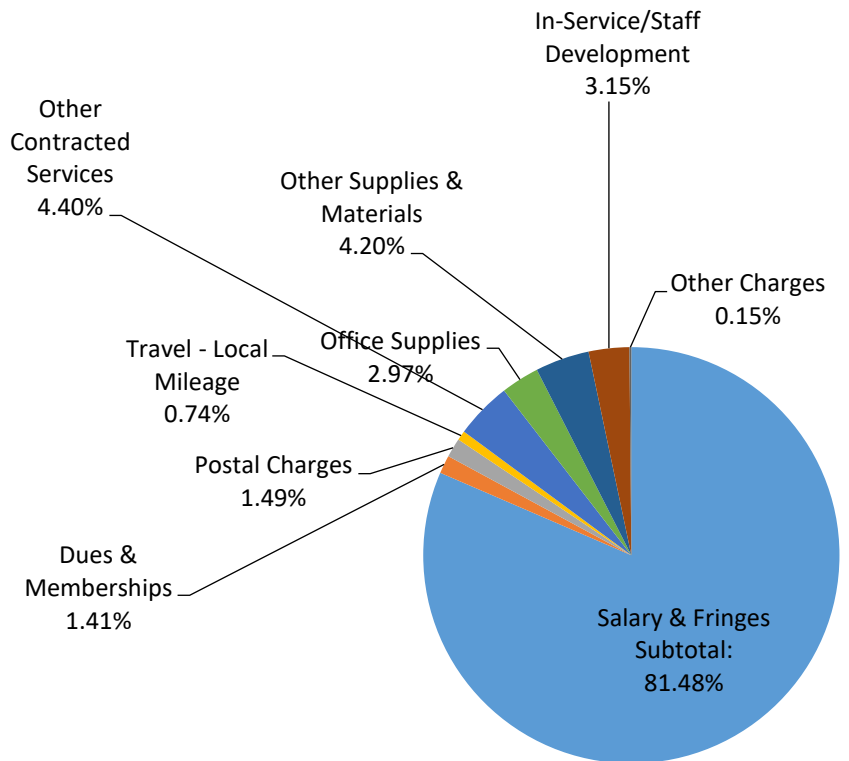
SUPPORT: CAREER AND TECHNICAL EDUCATION

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

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

SUPERINTENDENT

Office of the Superintendent



\$672,624

Overview

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

OFFICE OF SUPERINTENDENT

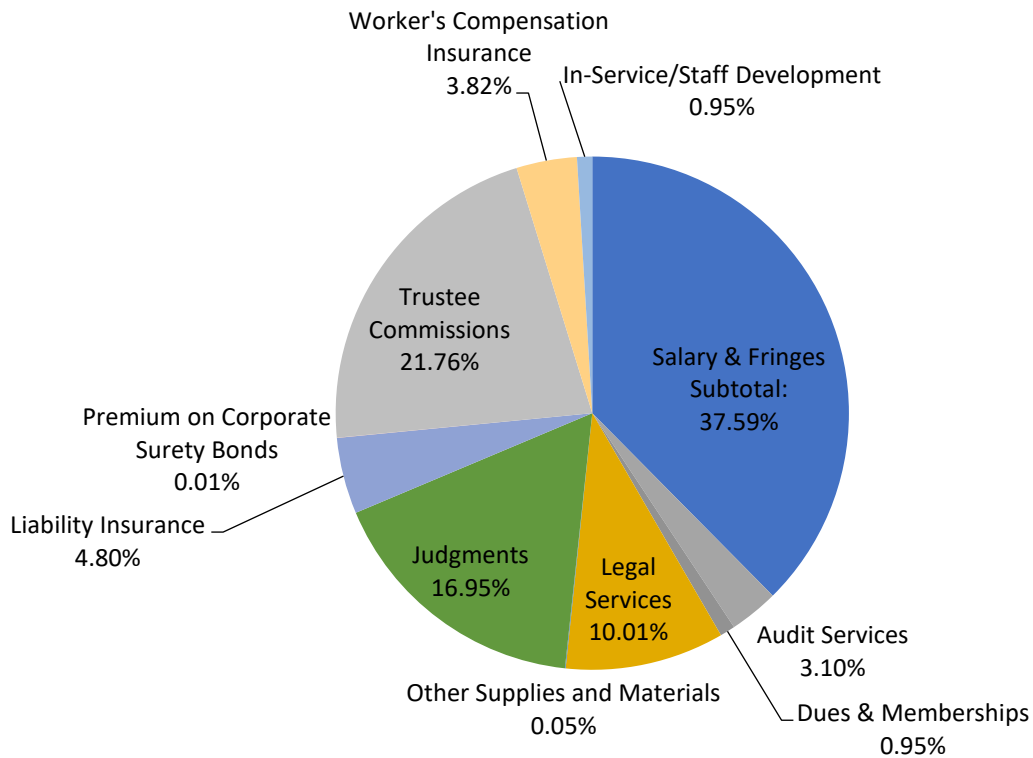
Acct	Description	FY 2023	FY 2023	FY 2022	FY 2021
		PERS	Budget	Budget	Actual
101	County Official/Administrative Officer	1.00	185,456	180,839	178,869
103	Deputy	0.20	14,961	12,735	76,490
117	Career Ladder		1,000	1,000	2,000
161	Secretaries	2.00	115,824	109,401	107,153
189	Other Salaries & Wages	1.20	118,088	108,886	96,775
201	Social Security		26,990	25,097	21,406
204/217	State Retirement		37,063	39,013	39,017
206	Life Insurance		1,680	1,760	700
207	Medical Insurance		33,500	33,500	33,071
212	Medicare		6,312	5,869	6,453
299	Other Fringe Benefits		7,200	7,200	7,200
	Salary & Fringes Subtotal:	4	548,074	525,300	569,134
<i>Includes salaries and benefits for the Superintendent, a secretary, and a receptionist.</i>					
320	Dues & Memberships		9,500	9,500	8,292
348	Postal Charges		10,000	10,000	8,537
355	Travel - Local Mileage		5,000	5,000	-
399	Other Contracted Services		29,600	29,600	25,707
435	Office Supplies		20,000	20,000	8,115
499	Other Supplies & Materials		28,250	28,250	26,155
524	In-Service/Staff Development		21,200	21,200	7,512
599	Other Charges		1,000	1,000	-
	Services Subtotal:		124,550	124,550	84,318
	OFFICE OF SUPERINTENDENT TOTAL:		672,624	649,850	653,452

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

SCHOOL BOARD

Board of Education Services

\$2,096,862



Overview

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

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

BOARD OF EDUCATION SERVICES

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

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

305	Audit Services		65,000	51,000	49,150
320	Dues & Memberships		20,000	20,000	16,860
331	Legal Services		210,000	175,000	96,609
499	Other Supplies and Materials		1,000	1,000	-
505	Judgments		355,453	355,453	416,853
506	Liability Insurance		100,748	100,748	81,870
508	Premium on Corporate Surety Bonds		300	300	-
510	Trustee Commissions		456,216	443,447	419,437
513	Worker's Compensation Insurance		80,000	80,000	80,263
524	In-Service/Staff Development		20,000	15,000	9,868
Services Subtotal:			1,308,717	1,241,948	1,170,910
BOARD OF EDUCATION SERVICES TOTAL:			2,096,862	2,030,093	1,907,396

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

